

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**

No:LBSV/REG/70//Bye-Laws/2016/210

Dated:15.2.2016

NOTIFICATION

In accordance with Rule-53 and 54 of the Memorandum of Association of the Vidyapeetha followed by the Resolution Nos.10.10, 10.14, 10.15 and 11.7 dated 15.10.2015 and 10.02.2016 of the BoM, the following amendments have been approved by the Board of Management in the existing Bye-Laws Governing the Method of Recruitment, 2012. Accordingly, these amendments have been suitably incorporated in the Bye-Laws as per the details given below:

S.No.	Amendment approved in the Bye-Laws Governing the Method of Recruitment (2012)	Incorporated under Clause No.... of the Bye-Laws	Page No. of the Bye-Laws
1.	The revised criteria of "Good Academic Record"	Clause-36(XXIV)	21
2.	Incorporation of the instructions of the Ministry of HRD, Govt. of India communicated vide letter No. C-34013/16/2015-Vig. dated 13.8.2015 relating to initiation of the selections by the Chairpersons/Heads of the Institution before the expiry of their term or retirement.	36(xxxv)	22
3.	Revised provision relating to the qualifying marks in the written examination, skill/trade test, interview and holding of the selection process, dispensing the interview in respect of Group 'C' & "B" posts.	9(IV)(e)	05
4.	Submission of self-attested copies of certificates of educational qualifications.	Clause-36-XVIII	20
5.	Incorporation of the essential qualifications as prescribed by the Ministry of HRD, Govt. of India (vide letter No.1-32/2006-U.II/U.I (ii) dated 31.12.2008) relating to appointment of Finance Officer on tenure basis through direct recruitment.	Schedule-II Point No.11	40
6.	Requirement of UGC prescribed pay scale of PB-2 Rs.9300-34800 plus GP of Rs. 4600/- instead of Rs.15600-39100 GP-Rs.5400/- for recruitment/promotion to the post of Executive Engineer (Civil).	Schedule-II Point No.12	46
7.	Inclusion of the Executive Engineer (Civil) as one of the members of the Selection Committee to the post of Junior Engineer(Civil)	Schedule-II Point No.13	74
8.	Revision of the educational qualification for the posts of Technical Assistant (Computer) and Lab Attendant (Computer Lab).	Schedule-II Point No.8	79
9.	Ratio for filling up of the some non-teaching posts under promotion and direct recruitment quota on line with other non-teaching posts.	Schedule-II Point No.11	89, 90

10.	Adoption and inclusion of the revised model rules for appointment/promotion of Staff Car Driver duly notified by the DoPT vide OM No.AB-14017/10/2014-Estt (RR) (3104937) dated 4th July, 2014 irrespective of the Cadre strength.	Schedule-II Point No.11 & 12	89
11.	Revised Duties and responsibilities of the cadre posts i.e. Junior Engineer (Electrical).	Schedule-III Point No.21	121-122
12.	Teaching: Essential: Knowledge of Sanskrit and ability to teach in Sanskrit (wherever applicable) Non-Teaching: Desirable: Knowledge of Sanskrit	In respect of all Teaching & Non-Teaching posts under Schedule-II	27-106

This is for information and compliance of all concerned.


REGISTRAR

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SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTUB INSTITUTIONAL AREA
NEW DELHI-110 016



(A CENTRAL AUTONOMOUS BODY UNDER THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF INDIA)

In exercise of the powers conferred upon it under Clause- 4 (xx) & Rule- 54 (xiii) (pre-revised) and Clause- 4 (xx) & Rule-54(xi) (revised) of the Memorandum of Association, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), New Delhi is authorised to frame bye-laws of the Vidyapeetha.

1. Short title and commencement:

The "Bye-Laws Governing the Method of Recruitment", 2008 of the Teaching and the Non-Teaching Employees of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016 hereby stand partially amended and shall be called hereafter as the "Bye-Laws Governing the Method of Recruitment", 2012 as amended from time to time.

These Bye-Laws shall come into force w.e.f. the date of issue of notification in this regard by the Vidyapeetha.

2. Extent of Application:

These Bye-Laws shall apply to all the temporary/contractual/permanent teaching and non-teaching employees of the Vidyapeetha.

3. Authority:

i) Rule -54 (xiii) of the Memorandum of Association of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi duly registered (vide Registration. No.S-17454 dated 20.01.1987) under the Societies Registration Act, 1860 (Act XXI of 1860) of the Union Territory of Delhi and also Rule-54 (xxix) of the revised Memorandum of Association duly framed by the Shishta Parishad at its meeting held on 10.11.2010 keeping in view the UGC (Institutions Deemed to be Universities) Regulations, 2010.

ii) The guidelines of the University Grants Commission including the Notification, 1998 (Notified vide UGC's letter No.F.3-1/94(PS) dated 24.12.1998) subsequently amended and notified as Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 vide UGC's Notification No. F.3-1/2009 dated 30.06.2010. The UGC (Institutions Deemed to be Universities) Regulations, 2010 duly notified for adoption vide UGC's Notification No. F.6-1(11)/2006(CPP-I) dated 21.05.2010. The UGC's letter No.F.20-1/2008 (CU) dated 23.10.2008 and the Ministry of Human Resource Development, Department of Higher Education's letter No.1-32/2006-U.II/U.I (i & ii) dated

31.12.2008 relating to the revision of scale of pay of employees as per the 6th CPC recommendations.

- iii) The Resolution Nos. 55.5, 62.5, 63.2, 74.6 (5) and 75.6(5) of the 55th, 62nd, 63rd, 74th and 75th meetings of the Karya Parishad held on 24.01.2005, 18.12.2006, 23.03.2007, 29.03.2011 and 11.08.2011 respectively and the Resolution No.10.10, 10.14, 10.15 dated 15.10.2015 & 11.7 dated 10.2.2016 of the Board of Management.

4. **Definitions:**

in these Bye-Laws, unless otherwise stated:

- 'Vidyapeetha' means Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi.
- 'Employee' means any person duly appointed by the Vidyapeetha.
- Temporary/Contract/Daily Wage-Worker means any person engaged on temporary/contract/daily wage basis directly by the Vidyapeetha and not through any agency/labour contractor etc.
- 'Age' means the upper age limit as specified in Schedules
- 'Board of Management means Principal Executive Body of the Vidyapeetha
- 'Vidwat Parishad' means the Academic Council.
- "Vitta Samiti" means the Finance Committee.
- 'Kuladhipati' means the Chancellor of the Vidyapeetha.
- 'Kulapati' means the Vice-Chancellor of the Vidyapeetha.
- Sama-Kulapati means Pro-Vice-Chancellor of the Vidyapeetha
- 'Kulasachiv' means the Registrar of the Vidyapeetha.
- 'Vittadhikari' means the Finance Officer of the Vidyapeetha.
- 'Prescribed' means prescribed by Rules or Bye-laws of the Vidyapeetha.
- Memorandum of Association means Memorandum of Association for the time being in force.
- Bye-laws' means the bye-laws of the Vidyapeetha for the time being in force.
- Schedule means a schedule appended to these bye-laws.
- 'Appointing Authority' in relation to any post in the Vidyapeetha means the authority competent to make appointment to that post under the Memorandum of Association of the Vidyapeetha.

5. ***The staff of the Vidyapeetha shall be classified as:***

- a. Group "A"
- b. Group "B"
- c. Group "C" including Multi Tasking Staff (MTS)

6. ***Appointing Authority:***

As per Rule- 23 of the Memorandum of Association of the Vidyapeetha, the Appointing Authority for the posts in Group 'A' shall be the Vice-Chancellor. The appointing authority for the posts in Group 'B', Group 'C' and for Multi-Tasking Staff (MTS) shall be the Registrar.



7. **Schedule:**

The number of posts, their classification, scales of pay and eligibility criteria and any other information relevant to the post attached thereto shall be as specified in the respective schedules which are quoted below:

S. No.	Schedule	Subject	Page No.	
			From	To
1.	Schedule-I	Cadre Strength	23	26
2.	Schedule-II	Eligibility Criteria & other information relevant to the post(s)	27	106
3.	Schedule-III	Duties & Responsibilities	107	134

8. **Method of Recruitment:**

The following shall be the mode of recruitment for various posts existing in Vidyapeetha in accordance with these Bye-Laws of the Vidyapeetha:-

- I. Direct Recruitment
- II. Promotion
- III. Deputation with provision for absorption
- IV. Appointment on Temporary/Tenure/Contractual basis.

9. **Procedures for issue of Advertisement and inviting applications for all categories of posts (Teaching and Non-Teaching):**

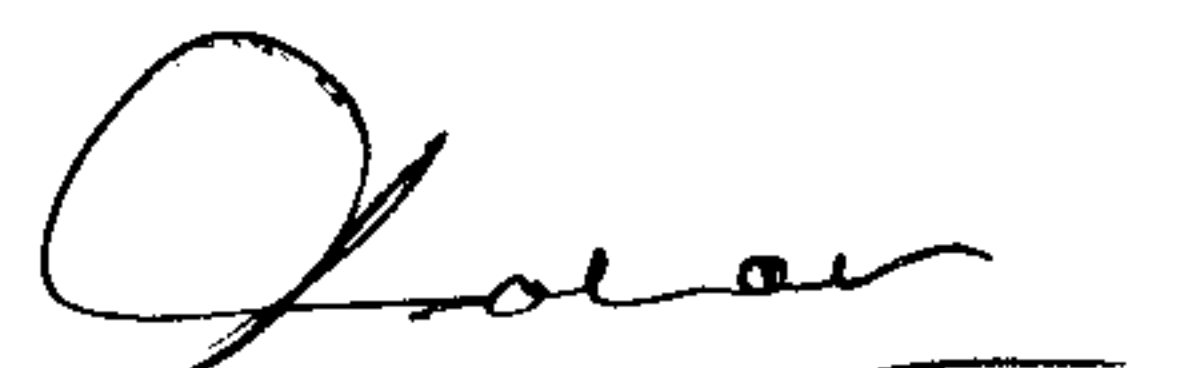
I Issue of Advertisement:-

The vacant Teaching and Non-teaching posts of permanent nature, plan posts, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in any of the popular National Dailies and one insertion in the 'Employment News', University News and Vidyapeetha website - slbsrsv.ac.in also. Individuals desirous of offering their candidature for a given post may obtain the prescribed application form and particulars of qualification etc. from the Administration of the Vidyapeetha (sales counter) or download from the website which can be submitted along with the prescribed application fees, if any within the prescribed closing date.

Note: (i) To reduce the cost on advertisements, only essential details of the posts, pay-scales, closing date, category of post(s) as un-reserved / reserved shall be indicated in the advertisement. It should be clearly mentioned that the individuals desirous of applying for any post may obtain the applications along with the detailed qualifications and necessary instructions relating to the recruitment process from the sales counter of the Vidyapeetha Or they may download the application form along with the complete details from the Vidyapeetha Website - slbsrsv.ac.in. The closing date can be extended at the discretion of the Vice-Chancellor of the Vidyapeetha by notifying in the website only for which the desirous candidates should be in constant touch with the website.

(ii) Applications for short term/contractual engagements and also on deputation may be invited through any other mode of circulation such as the Circular or Notification on the Web-site and Notice Boards of the Vidyapeetha.

(iii) Notwithstanding the contents mentioned at Para 9 (I) above, the Vidyapeetha may request the Employment Exchange to sponsor the candidates for non-teaching posts as per the educational qualifications, experience etc.



4.

prescribed in these Bye-Laws governing the method of recruitment. In case, the required number of candidates is not sponsored by the Employment Exchange, the Vidyapeetha may also issue advertisement to increase the number of candidates at its discretion. Further the Vidyapeetha may also appoint any candidate directly without going through the procedure mentioned above by exploring the possibilities for getting the candidates sponsored by the Staff Selection Commission or any other approved recruitment agencies of the Government of India, if feasible.

(iv) Notwithstanding the provisions mentioned at column No.11 of each post under Schedule-II, the Vidyapeetha may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the Vidyapeetha with proper justifications.

II *Date of issue of Advertisement:*

In each case, the date of issue of advertisement should be decided in advance keeping in view the exigencies and requirements of the job.

III *Validity period of Advertisement:*

Where the Selection Committee has not met even after a lapse of 12 months w.e.f. the closing date of application for any post, the post shall ordinarily be re-advertised. Provided that if in the opinion of the Vice-Chancellor the circumstances so necessitate, it may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months w.e.f. the closing date of the receipt of applications.

IV. *Application Form:*

- a) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft for the amount as fixed from time to time by the Vidyapeetha. The Bank Draft shall be made in favour of the Registrar, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha. Money Orders or Cheques shall not be accepted towards the application fee. The candidates may download the application form from the Vidyapeetha Website and send the same duly filled-in to the Assistant Registrar (Selection) along with the prescribed application fee as per the advertisement. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time.
- b) **Forms shall be available** for sale on all working days at the Sales Counter of the Vidyapeetha during working hours between 11.00 a.m. to 4.00 p.m. (except lunch hour).
- c) **Receipt of applications after the last date:** The closing date for receipt of application shall ordinarily be one month from the date of release of vacancies to the press by the Vidyapeetha. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. The last date shall be clearly specified in the advertisement. Incomplete applications and applications received after the due date shall be rejected. The Vice-Chancellor may however order for acceptance of any application received after the closing date subject to production of proof that the application along with the enclosures and the desired bank draft is posted by the candidate on or before the closing date of the receipt of the application as per the Advertisement. In case the closing date is a holiday, the next working day shall be treated as closing/last date.



- d) Application should be addressed to the "Assistant Registrar (Selection), Recruitment Cell, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016" in a closed cover super-scribing "Application for the post of along with the "Code No." of the post as prescribed in the advertisement.

e) **Holding of Written Tests:**

While filling up the posts under direct recruitment, the Vidyapeetha shall hold the written tests for all Group "A" "B" "C" Non-Teaching posts (except Registrar, Finance Officer or equivalent). The written tests may comprise the Reasoning Ability, Simple Arithmetic, General Knowledge, General English, noting and drafting or any other subject or professional test depending upon the exigency of service and job requirements as per the discretion of the Competent Authority. In accordance with the instruction of the Cabinet Secretariat followed by the directive of the Ministry of HRD, Govt. of India duly communicated vide letter No.4-5/2015-LCC dated 22.12.2015 and the decision of the Board of Management, interview has been dispensed with in respect of all Group 'C' and Group 'B' posts. Accordingly, the written test and skill/trade test shall be of 100 marks and 100 marks respectively in respect of all Group 'C' and Group 'B' posts. As regards, the Group 'A' posts, the written test, skill/trade test and interview shall be of 150 marks, 50 and 50 marks respectively. The candidates who qualify all the tests and securing at least 50% of the total marks in the written test and 50% of the total marks in all kinds of Trade Tests/Typing/Stenography Test, may be called for interview (wherever applicable). While recommending the candidate (s) for appointment to the post(s), the Selection Committee shall give due weightage to the overall performance of the candidates in the written test, skill/trade tests/typing test/stenography test and interview (wherever applicable). The merit list shall be prepared on the basis of total marks secured in the written examination, skill tests/trade test and interview (wherever applicable). It should be noted that by getting a call for interview shall not entitle any candidate to be appointed on the post. In case no candidate has been found suitable for the post, the Selection Committee may recommend the post (s) for re-advertisement.

The Vidyapeetha may also hold the written tests and other trade/professional tests at the time of promotion of the employees of the Vidyapeetha at its discretion and fix qualifying marks and also hold interviews in addition to screening of the Annual Confidential Reports/ Annual Performance Appraisal Reports for five preceding years. While screening the Annual Confidential Reports/ Annual Performance Appraisal Reports, the Vidyapeetha may also fix any other stringent criteria for consideration of the DPC.

10. Minimum Qualification and Experience:

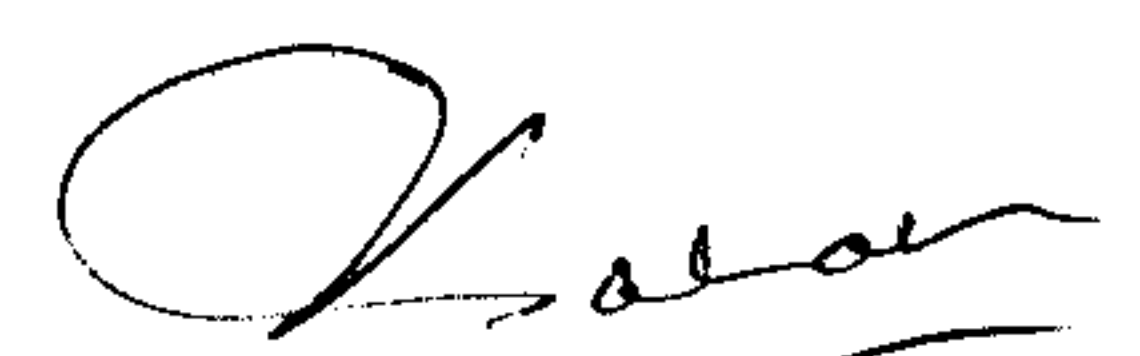
For recruitment to various posts, the qualifications and experience shall be as prescribed in the Bye-Laws and where these are not prescribed in the bye-laws, the qualification requirements of such posts shall be adopted from the guidelines of the UGC or DOPT(Government of India) or as decided by Board of Management on line with other universities.

11. Age Limit:

The upper age limit for appointment to various posts has been prescribed in the appropriate column of each Schedule. However, the upper age limit for appointment where not prescribed under these Bye-Laws will be as prescribed by the Board of Management from time to time, keeping in view the guidelines of the UGC, the DOPT or any other Central University/Deemed to be University.

12. Reservations of posts:

The policy of the Government of India with regard to the reservation as applicable for various categories in recruitment/promotion etc. shall be followed.



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

Payment of TA:

The candidate will have to present himself/herself for an interview if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ST categories will be defrayed sleeper class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the UGC/Government of India rule, if they called for interview. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. The above-mentioned concessions are not admissible to those SC/ST candidates who are already in Central/State Government service/ or holding any other employment. This facility may also be extended to other categories as per the guidelines of the UGC/Government of India rule.

13. Constitution and Role of the Screening Committee:

The Vice-Chancellor or Acting Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. A nominee of the Vice-Chancellor from the administrative sector not below the rank of Assistant Registrar shall be the Member Secretary of every Screening Committee of the Vidyapeetha. The Member-Secretary shall place all the relevant documents including copy of the advertisement, bye-laws governing the method of recruitment and UGC's regulations/guidelines etc. The Screening Committee shall be required to screen the applications and shortlist the candidates as per the eligibility criteria prescribed in the advertisement. Each member of the Screening Committee shall be personally and collectively responsible /liable for violation of the prescribed rules/UGC guidelines/regulations as amended from time to time. The Screening Committee is not expected to interpret the recruitment rules/guidelines of the regulatory bodies/terms of advertisement in order to justify the eligibility of any candidate. Under no circumstances, the essential qualifications for any post mentioned in the advertisement in accordance with the recruitment rules/guidelines shall be modified/ altered by any committee/officers of the Vidyapeetha in order to assess the eligibility of any candidate. In other words, the advertised qualifications and experience etc. shall remain intact in its original form and shall not be changed to the advantage of any candidate. The Screening Committee shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates. However, it must be ensured that the ratio shall not exceed 1:20 maximum and minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the candidates may be called for the written test notwithstanding the maximum prescribed ratio keeping in view the rule - 36 (I, II & VI) of these bye-laws.

14. Constitution of Selection Committees/Departmental Promotion Committees:

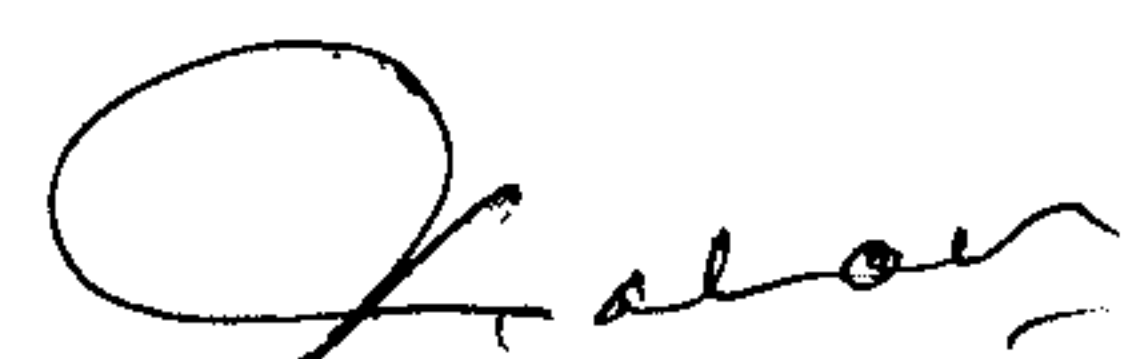
The Constitution of the Selection Committee/Departmental Promotion Committee and their quorum are specified in the Schedules appended to these bye-laws. The Vice-Chancellor at his discretion may include the



Head or any other senior member of the unit concerned in the Selection Committees/Departmental Promotion Committees at the time of selection/promotion to any post of the Vidyapeetha. In addition to the above, the nominee(s) of the SC/ST community to be nominated by the Vice-Chancellor shall be included in the Selection Committees/Departmental Promotion Committees in case the SC/ST candidates are to be considered for interview/promotion. Any other member/members shall also be included in the Selection Committees/Departmental Promotion Committees as per the directives of the Ministry of HRD (Government of India)/UGC issued from time to time. In the absence of a regular Vice-Chancellor, the Acting Vice-Chancellor may also nominate external experts/members and hold the meetings of the Selection Committees/Departmental Promotion Committees as per the provisions of these Bye-Laws.

15. Direct Recruitment by Open Selection:

- i) As per rule 24(i) of the Memorandum of Association of the Vidyapeetha, Recruitment to all academic posts shall be made in accordance with the guidelines prescribed by the University Grants Commission from time to time. Recruitment to other posts shall be made according to the procedures to be laid down from time to time in the byelaws.
- ii) Wherever, UGC guidelines in respect of any particular post (teaching and non-teaching) are not available or framed, the Vidyapeetha shall frame recruitment rules, lay down the qualifications, experience and nature of duties etc. according to the requirement and compatibility of the post. While framing such rules, reference may be made to the rules of other universities, academic institutions or Govt. of India organizations.
- iii) Recruitment to any regular post in the Vidyapeetha shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates strictly as per rule 13 of these Bye-Laws.
- iv) Based on the recommendations of the Selection Committee, the Board of Management may at its discretion sanction one time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. of India rules in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee. In case of teachers, they must meet the desired standards as prescribed by the UGC.
- v) In case the appointing authority is not in agreement with the recommendations of the DPC, it shall refer the matter to the Board of Management by recording the reasons for such disagreement. In this case, the decision of the Board of Management shall be final. However, in case of promotion/appointment through the Selection Committee, the recommendations of the Selection Committee shall be placed before the Board of Management for approval. In case the Board of Management does not concur with the recommendations of the Selection Committee, it shall record its reasons and submit the case to the Chancellor for final orders under Rule 26(c) of the Memorandum of Association. If the Chancellor so desires, he may seek the assistance of any independent external expert(s) or High Power Committee before taking any decision on the resolution of Board of Management in this respect.

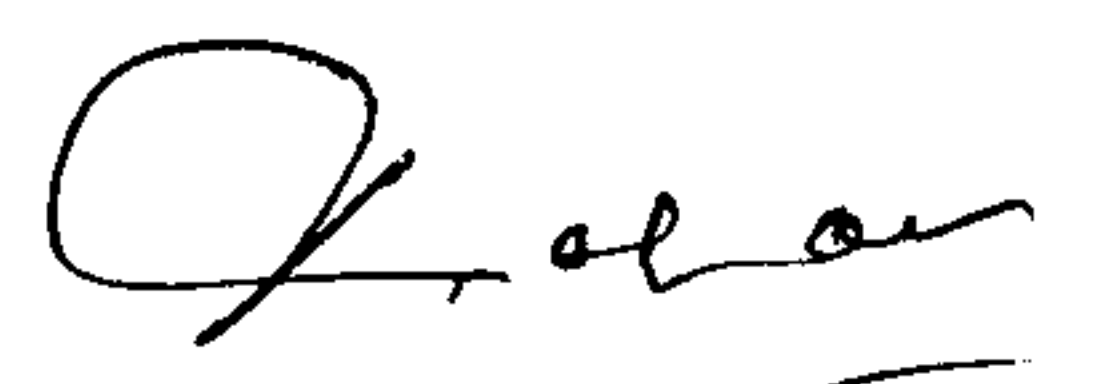


16. *Deputation with provision for Absorption*

- i) In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The Vidyapeetha, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer against whose vacancy the deputationist was working. Ordinarily no deputationist shall be absorbed in any cadre of the Vidyapeetha after expiry of his/her deputation period. In case, it is decided in the interest of the Vidyapeetha to absorb any such person, then the Vidyapeetha Administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Appointing Authority for a final decision. In case he/she is absorbed in the Vidyapeetha, he/she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.
- ii) In case the appointment is made on deputation and there is a very meager response against the advertisements/circulars issued by the Vidyapeetha, the Appointing Authority/Board of Management may at its discretion constitute a Selection Committee or may directly order for issue of appointment letter to the incumbent after satisfying his/her eligibility for the post including review of performance appraisal reports (APARs) duly forwarded by the parent department as per the advertisement, if it deemed fit.

17. *Appointments/Engagements on Temporary /Ad-hoc/Contract basis.*

- i) The Vidyapeetha shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation and other areas where-ever possible through agencies by entering into contract for a specified period. For this purpose, the Vidyapeetha has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.
- ii) Where the hiring of services in any area/sector is not feasible, the Vidyapeetha may consider appointments on temporary basis/ad-hoc/contract basis on the recommendation of a duly constituted committee provided that the candidates fulfill the eligibility criteria for the post as per the bye-laws and have applied in response to the advertisement issued by the Vidyapeetha. Such appointments/engagements shall be considered only against the existing vacancies.
- iii) Appointment on temporary/ ad-hoc/contract basis for specific assignments shall be made by the Vidyapeetha on certain monetary consideration, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract.



The contractual appointment shall be given for the specific period as decided by the competent authority from time to time keeping in view the exigency of work.

- iv) The engagement(s) on temporary ad-hoc/contract basis under any Project/Scheme/Cell of the Vidyapeetha shall be made as per the terms and conditions duly approved by the Appointing Authority keeping in view the guidelines of the Funding Agency.
- v) The temporary service of any person who is an outsider or a non-permanent employee served in the Vidyapeetha under any Scheme/Project/Cell/Programme duly sponsored by the UGC or any other organization, shall not be counted for seniority to determine his/her eligibility for promotion to any higher post. However, his seniority shall be determined from the date of regularization or merger of the Scheme/Project/Cell, as the case may be. In case of any permanent employee who has been appointed and permitted to join any Scheme/Project/Cell/Programme of the Vidyapeetha by retaining lien on his/her permanent post and meanwhile the Scheme/Project/Cell/Programme is merged with the maintenance grant of the Vidyapeetha, the period of his/her services rendered in the Scheme/Project/Cell/Programme shall be taken into account for all purposes.
- vi) Temporary/adhoc/contractual services shall not be counted for any purpose including seniority for promotion against any post.

18. Promotion:

- (a) For candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the Departmental Promotion Committee.
- (b) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the ACRs/APARs. Only performance reported above "Average" i.e. 'good' consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remark, it cannot be regarded as complimentary.
- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Confidential Report/Annual Performance Appraisal Reports for five preceding years as specified above at 18(b). In case there is any adverse entry in the ACR/APAR or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these bye-laws.
- (d) The eligibility criteria, Vigilance Clearance Reports, CR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs shall be provided to the DPC for consideration.
- (e) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as follows:-



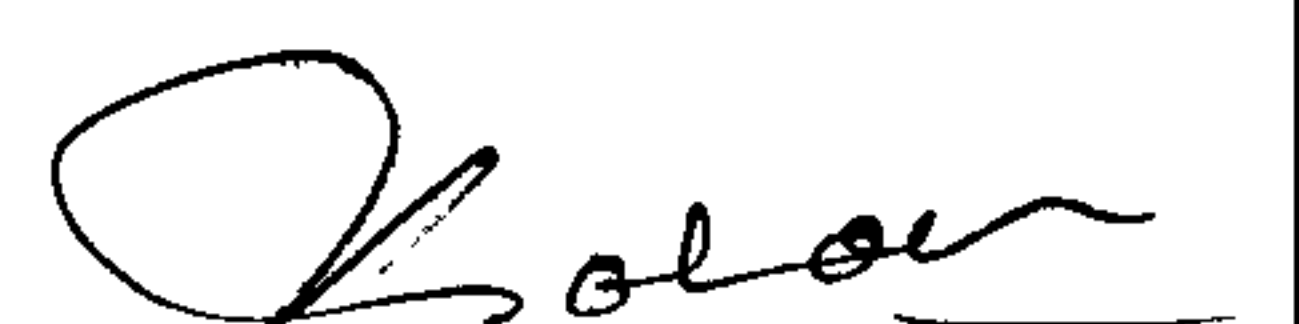
No. of vacancies	Normal Zone	Extended Zone for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and 10	Twice the number of vacancies plus 4	Five times the number of vacancies
11 to 14	24	--do--
15 and above	1-1/2 times of the number of vacancies +3	--do--

The assessment of each officer should be made on evaluation of their Confidential Reports for the preceding five years as specified above at 18(b). The DPC should make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all Group 'B' & 'C' posts and Very Good" i.e. minimum score 7 for all Group 'A' posts and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:-

S.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and will be given a score of 5 for the purpose of calculating average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (f) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (g) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (h) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- (i) The following cases shall be brought to the notice of the DPC:-
- (i) Employees under suspensions;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending.

The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his



promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

- j. The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

19. Functions of the DPC:

The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of:

- i) Promotion of the non-teaching employees of the Vidyapeetha to the next higher post(s) (up-to the grade pay of Rs.5400/-). In case of promotion against the Group 'A' posts, the DPC shall consist of:
- (a) Vice-Chancellor as Chairman;
 - (b) Two expert members nominated by the Vice-Chancellor;
 - (c) Registrar as member and
 - (d) the SC/ST/OBC/PH/Minorities etc. representatives as member(s), if any employee belongs to one of these categories.

The promotion of Assistant Registrar to Deputy Registrar or its equivalent or any other posts with grade pay higher than Rs.5400/- shall be done through a duly constituted selection committee as applicable for direct recruitments by conducting written test followed by interview.

- ii) Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' staff (other than teachers), the order of confirmation to the incumbents shall be issued with the approval of the competent authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks (i.e. the score of 7). As regards the confirmation of teaching staff, the confirmation shall be done based on the vigilance clearance report by the CVO and satisfactory performance report duly certified by the HoD/Dean and accepted by the Vice-Chancellor.
- iii) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:
- a) Provisions of the Bye-Laws & MoA/UGC guidelines of the GOI as applicable.
 - b) Eligibility criteria & relaxations/concessions applicable to the SC/ST categories.
 - c) Work & Conduct Reports
 - d) Annual Confidential Reports/the Annual Performance Appraisal Reports(APARs) for the preceding five years along with the Annual Property Returns(APRs) as available with the competent authority. While screening the Annual Confidential Reports/the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned at Rule-18(b) & (e) or any other criteria for consideration as per the bye-laws.
 - e) Vigilance Clearance Report
 - f) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
 - g) Performance in the interview/skill test/written test, if conducted by the DPC as per rule.



- iii) The DPC is expected to screen the cases and decide the eligibility based on the afore-mentioned documents like ACRs/APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note:- In case any APAR(s) of any particular period has not been initiated by the designated authority despite the fact that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediate preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

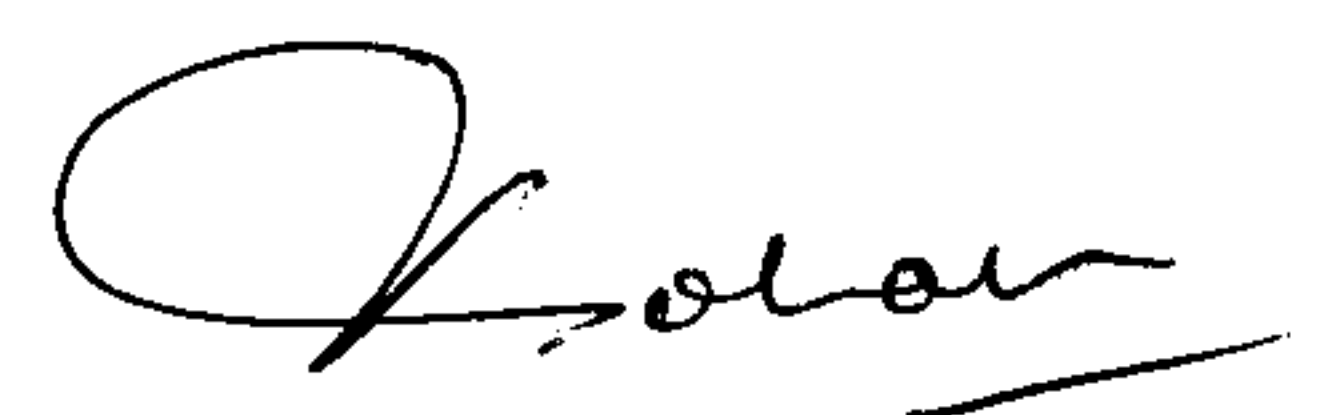
20. *Mode of Promotion*

i) In addition to the condition for promotion for the posts as specified at para (v) below, the Vidyapeetha may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the Vidyapeetha at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory.

ii) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as Annual Performance appraisal reports (ACRs/APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the Vidyapeetha.

iii) All promotions of the non-teaching staff shall take effect from the date of the meeting of the Department Promotion Committee/Selection Committee. In case the employee concerned is on leave (except duty leave) on the date of the meeting of the DPC/Selection Committee, the date of promotion shall take effect from the date of resuming the duty. Similarly the promotion of the teaching employees of the Vidyapeetha under the Career Advancement Scheme shall take effect from the date of eligibility subject to fulfilment of all conditions laid down in the guidelines of the UGC and Service Bye-Laws/Memorandum of Association of the Vidyapeetha.

iv) The qualifying of Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time for those employees who have been recruited in the Vidyapeetha on or after 01.01.2004. Further, the qualifying of Typing Test/Skill Test with knowledge of computers shall also be the compulsory requirement for all Stenographers and Personal Assistants of the Vidyapeetha who will be considered for promotion as Personal Assistant and Private Secretary as per the eligibility criteria prescribed in these bye-laws.



v) Either due to non-performance /misconduct/ misbehaviour or violation of Rule 3 – a, b, & c of the CCS Conduct Rules, 1965, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the Vidyapeetha shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement. However, when the employee concerned is confirmed on his post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his promotion to the next higher post, if any or upward movement under the Assured Career Progression Scheme (ACPS)/ Modified Assured Career Progression Scheme (MACPS) or the Career Advancement Scheme shall be proportionately increased by one year. In other words such an employee may be considered for promotion/ACP Scheme/Modified Assured Career Progression Scheme (MACPS)/Career Advancement Scheme after one year from the date of his/her actual date of eligibility. This provision will apply to both teaching and non-teaching employees of the Vidyapeetha.

21. Ad-hoc Promotions:

i) In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the competent authority may consider relaxation of experience maximum by one year at his discretion to promote an employee on adhoc basis after completing all procedural formalities as laid down under Rule-18 to 20 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, the candidate must have maintained at least three outstanding reports in the last 5 years prior to the date of eligibility for such ad-hoc promotion.

ii) Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these bye-laws, they may also be considered for ad-hoc-promotion against the leave/lien/deputation vacancies or in cases where it is not possible to convene the regular meetings of the DPC/Selection Committee subject to the condition that they have minimum score 5 (Group 'B' & 'C' posts) and 7 (Group 'A' posts) in the preceding years as per rule-18 (e) above. In such cases, ad-hoc promotions may directly be made by the appointing authority at its discretion after proper screening of the relevant records such as nature of vacancy, the APARs, vigilance clearance report(s), seniority list, roster position etc.

22. Panel:

a)The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year w.e.f. the date of the DPC. It should cease to be in force on the expiry of a period of one year and six months or when a fresh panel is prepared, whichever is earlier.

b) In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year.

23. Assured Career Progression Scheme (ACP)/MACP/ Career Advancement Scheme (CAS):

(i) The financial up-gradation under the Career Advancement Scheme (CAS)/ ACP/MACP Scheme in respect of teaching and non-teaching staff of the Vidyapeetha shall be allowed as per the provisions of the



MoA, Bye-Laws of the Vidyapeetha and orders/guidelines of UGC/Government of India as amended/issued from time to time.

(ii) The Assured Career Progression Scheme (ACP) shall be valid upto 31.08.2008. The employees who are eligible for financial up-gradation as on 31.08.2008 shall be governed by the ACP Scheme.

(iii) The Modified Assured Career Progression Scheme(MAPC) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-Teaching officials shall be effective from 01.09.2008. Those employees who are eligible to be considered for financial up-gradation w.e.f. 1.9.2008 upto the grade pay of Rs.10,000/- or HAG scale of Rs.67000-79000 shall be governed by the MACP Scheme.

(iv) In case of up-gradation of pay scale upto the level of Deputy Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate atleast one external expert and other members representing SC/ST/OBC/PH/Minorities etc. wherever required as per the guidelines of the UGC/GOI. However, for considering the cases of the Registrar or equivalent under the MACP scheme, the Vice-Chancellor shall chair the meeting of the Screening Committee and also nominate one external member not below the rank of Vice-Chancellor (sitting or retired) or its equivalent and other members representing SC/ST/OBC/PH/Minorities etc. wherever required as per the guidelines of the UGC/GOI.

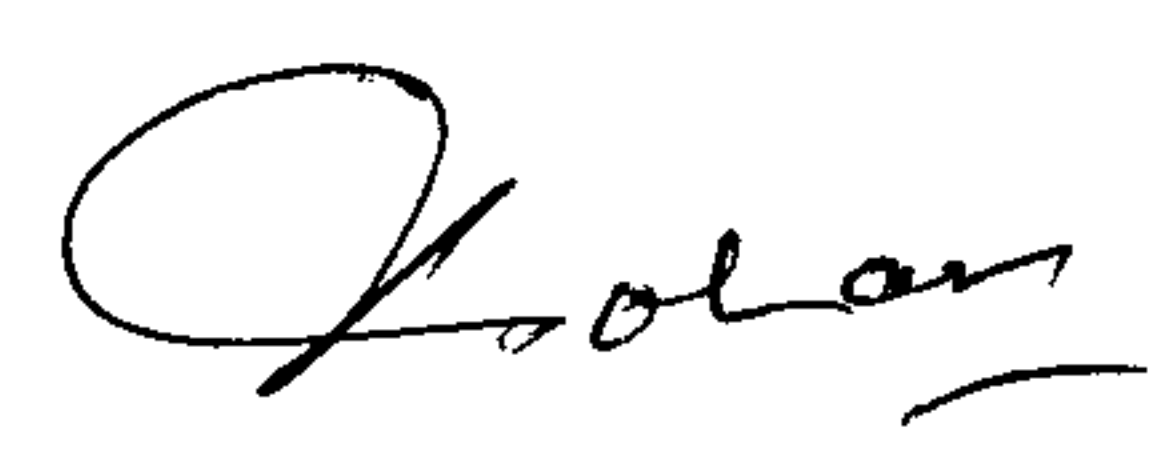
(v) Any dispute in the afore-mentioned career advancement schemes applicable for teaching and non-teaching staff, the decision of the University Grants Commission shall be final.

24. Probation:

(i) **In case of direct recruitment**, the selected candidate will be kept on probation for a period of two years. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

(ii) **In case of promotion** to the next higher post irrespective of the group, the employee(s) shall be kept on probation for a period of two years from the date of DPC/Selection Committee. The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/she shall be reverted to his parent post with immediate effect and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.

Note:- (i) If an employee who is recruited/promoted to any post(s), avail leave on piece meal basis or at a time for a period of two months or more during his/her probation period, his/her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.



(ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he should be warned of the consequences, i.e. termination of his services/reversion to the post from which he/she is appointed /promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

(iii) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.

(iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the Vidyapeetha. However, in case his request has been considered by the competent authority of the Vidyapeetha at his discretion, an undertaking shall be obtained while forwarding application, that he/she would resign the post in the event of his/her selection in other department.

(v) No employee of the University shall be confirmed on his post unless and until he signs the service agreement.

25. *Power to Relax:*

(i) Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PH or other reserved categories 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, 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.

(ii) The relaxation in age shall also be given in respect of the following categories as mentioned against each:-

<u>S.NO.</u>	<u>CATEGORIES OF PERSONS</u>	<u>EXTENT OF AGE RELAXATION</u>
1.	Employees of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha	Age limit shall not apply
2.	Contract/Daily Wage-Workers of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha.	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the Vidyapeetha. However, this provision will not be applicable in case of a person engaged in the Vidyapeetha through any contract agency or labour contractor/firm.
3.	Employees of the Central Government/Central Universities/Deemed to be Universities/Other Central autonomous bodies/organisations/Institutions/ Public Sector Undertakings/Reputed Corporates/Banks	Age limit shall not apply

26. *Age of superannuation:*

The age of superannuation of teaching and non-teaching employees shall be mentioned in the schedules appended to- these Bye-Laws or as amended by the Government of India from time. In public interest, the Rule-63 of the Memorandum of Association of the Vidyapeetha shall



also be taken into account for continuation of the employee concerned in employment in case of unsatisfactory performance.

27. *Disqualification:*

- a) No person who has entered into or contracted a marriage with a person having a spouse living or
- b) Who, having a spouse living has entered into or contracted a marriage with any person.

Provided that the Competent Authority of the Vidyapeetha 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 so doing, exempt any person from the operation of these rules.

28. *Discipline/ Vigilance Clearance Reports:*

(i) Candidate who is already in service should submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.

(ii) 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/information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile etc., the Chief Vigilance Officer of the Vidyapeetha shall have the powers to investigate/inquire into the matter and submit his report to the administration for further action in this regard at any time of recruitment process or employment as per rule.

29. *Removal of Difficulties:*

- i) The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- ii) All existing rules and orders in relation to the matters covered under these bye-laws, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these bye-laws.

30. *Interpretation:*

Any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Board of Management shall be final.

31. *Amendment of Bye-Laws:*

The Board of Management shall have the authority to amend, modify change, withdraw, suspend and relax any or all of these Bye-Laws. The decisions of the Board of Management shall be final and binding on all employees.

32. *Residuary Matters:*

In respect of all matters not specifically provided for in these Bye-Laws, 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, will be followed. In case any particular provision in these bye-laws clashes with any provision of the MoA, the provision of the MoA shall prevail and the provision in these bye-laws shall stand superseded.

33. *Liability of officers to serve in India or/and abroad:*

Employees appointed shall be liable to serve anywhere in India or/and abroad.

34. *Rules for Student-Teacher and Teaching-Non-Teaching positions ratio:*

While filling-up the vacant posts through open advertisement, promotion or any other method, the ratio as prescribed between "Student-Teacher" and "Teaching-Non-Teaching" positions by the UGC from time to time shall strictly be complied with.

35. *Territorial Jurisdiction:*

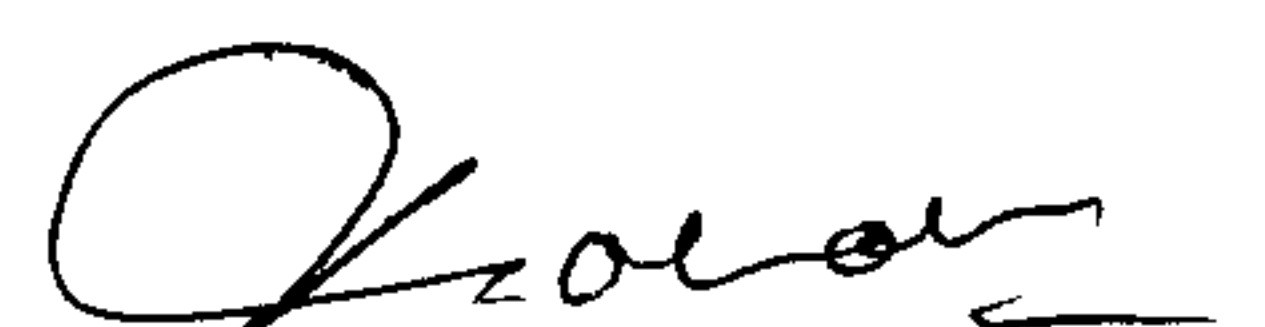
In case of any disputes, the territorial jurisdiction for adjudication shall be Delhi only.

36. *General Terms and Conditions of recruitments:-*

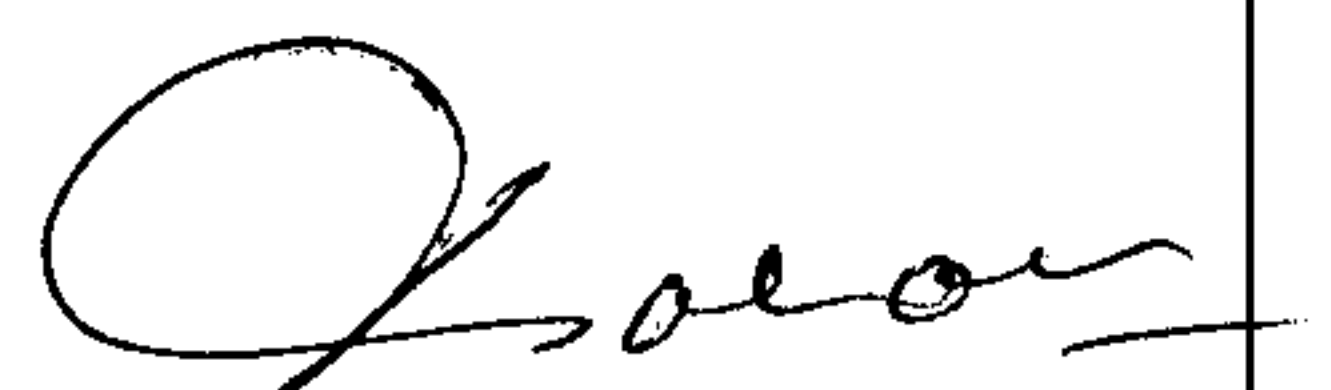
- I Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- II Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in the Schedule-II against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
- III. Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- IV. For all teaching posts, the research publications of a candidate shall mean his original contributions/ works which have seen the light of the day after being published by any publishers. The Publications must display the originality of the author with an innovative mind indicating scholarship. Under no circumstances editing of collected articles/materials which have already been published earlier can be equated with publications as this work does not meet the aforementioned objectives and requirements. The publications or academic credentials already considered once at the time of promotion/up-gradation under the CAS shall not be considered again for next up-gradation/promotion under the CAS.



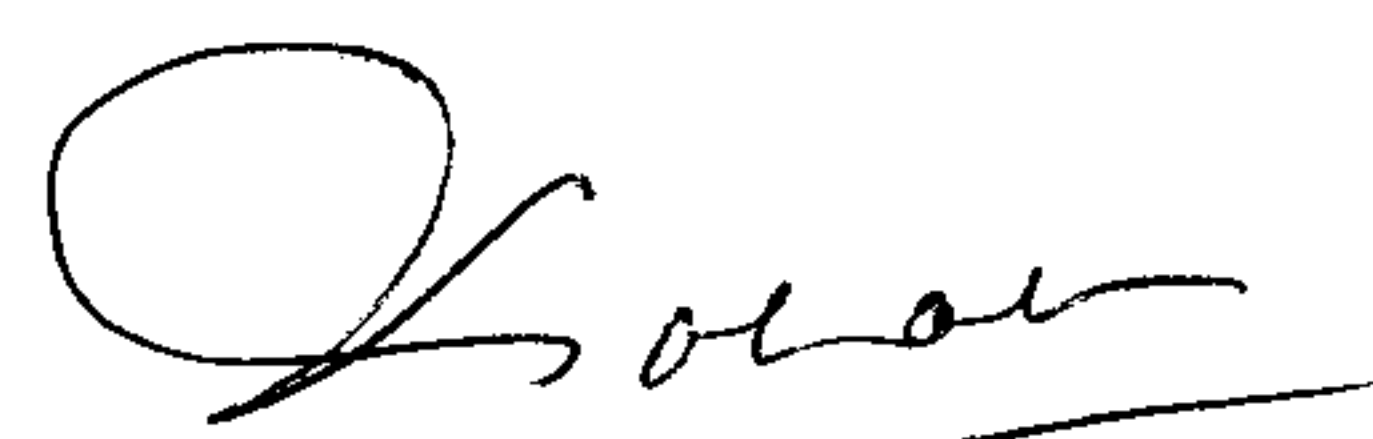
- V. The Vidyapeetha may scrutinize the authenticity of the research output & publications, study materials, articles, status of journals etc. of any candidate through external experts in the relevant field at any point of time and even at a later stage after appointment as it may not be possible on the part of the Selection Committee to perform this task instantly due to constraints of time. In case it is found by a board of 3 external experts of the relevant field that any or all of the publications/articles/research output etc. are pirated or substandard or misleading not indicating an iota of originality or innovative mind or scholarship, the Board of Management may review its decision at any stage and recommend to the Chancellor giving specific reasons to consider cancellation of the appointment forthwith on ground of eligibility. The Vidyapeetha shall mention this clause in the letter of offer to be made to the candidate which shall be duly accepted by the candidate before issue of the letter of appointment. In case of non-teaching posts, the claims made in the application at the time of recruitment or any time after the appointment shall also be scrutinized/verified at any stage and in case any claim is found to be false, the appointment shall be liable to be terminated/cancelled. An undertaking from all the candidates shall be taken to the effect that the publications, research out-put; certificates of experience, qualification or testimonials submitted are genuine and not fake, manufactured, manipulated or pirated. In case it is detected by the employer at any point of time even after employment that his academic credentials are without standing, fake or substandard or his documents are false, fabricated, manufactured, his/her services shall be terminated forthwith by giving him a notice of one month for which the candidate shall have no objection.
- VI. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Board of Management shall be final.
- VII. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities/sources. If, any claim/certificate/document is found to be false/fake/incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
- VIII. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the



- candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- IX. The persons appointed against any post shall be governed by the Memorandum of Association, Bye-Laws governing the service conditions/method of recruitments as amended from time to time and resolutions of the Board of Management of the Vidyapeetha and rules of the Govt. of India/Guidelines of the UGC adopted by the Vidyapeetha from time to time .
- X. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated forthwith without notice.
- XI. The selected candidate will also have to undergo a medical examination/test to ascertain his/her medical fitness for the post prior to joining. In case, he/she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district. For others, the medical examination has to be carried out by any hospital or Health Care Unit/Government Dispensary as authorized by the Vidyapeetha in Delhi.
- XII. The terms and conditions of appointment/Engagement shall be communicated in the "Offer of Appointment/Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the Vidyapeetha irrespective of the fact that such duties do not come under the already notified duties for any post. The Vidyapeetha administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
- XIII. **Nature of Duties:-** The selected candidates will be required to perform duties as per the Bye-laws of the Vidyapeetha as amended from time to time. The Vidyapeetha is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- XIV. The selected person shall be required to arrange his/her own accommodation in Delhi as per his/her convenience.
- XV. The selected candidate shall be governed by the "Pension Rules" of the Govt. of India as in force from time to time.



- XVI. The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the Vidyapeetha are located or may be located in future.
- XVII. The selected candidates shall be governed by the bye-laws/MOA of the Vidyapeetha and also the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 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 Board of Management of the Vidyapeetha.
- XVIII. The candidate applying for the teaching and non-teaching posts should send the self-attested copies of all the certificates relating to his/her educational qualifications, experience, age, caste and other testimonials along with his/her application. The candidates applying for teaching posts should send three sets of their publications, research papers, articles etc., if any along with their application. In case the application of any applicant is not supported by the desired enclosures including certificates, mark sheets and publications, his candidature shall be summarily rejected and no correspondence shall be entertained thereafter. The candidates must be instructed to submit a list of enclosures to avoid any confusion in this regard.
- XIX. A relaxation of 5% may be allowed at the Graduate & Master's level for the SC/ST, Physically and Visually Handicapped categories as per the guidelines of the UGC/ Govt. of India. A relaxation of 5% may be allowed from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's Degree prior to 19th Sept., 1991 (or as amended by the UGC) for appointment as Assistant Professor. These criteria may change in accordance with the guidelines of the UGC/ Govt. of India as communicated to the Vidyapeetha from time to time.
- XX. The minimum educational qualification and teaching experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria etc. for direct recruitment or promotion/placement on the posts of Professor, Associate Professor, Assistant Professor, Librarian, Controller of Examination, Registrar, Finance Officer, Controller of Examination, Deputy Registrar, Assistant Registrar, Assistant Librarian and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment(s) to the Notification/Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the Vidyapeetha for implementation in supersession of the existing provisions already adopted and incorporated in these Bye-Laws.
- XXI. The teachers and academic staff of the Vidyapeetha who were working as Assistant Professor, Associate Professor or Professor or equivalent at National or International level Universities/Institutions/Colleges/Scientific/Professional Organizations etc. and have joined the Vidyapeetha after completion of all technical formalities, 50% of their past spell(s) of service shall be taken into account to decide their eligibility for placement/promotion to any higher grade/post under the Career Advancement Scheme of the UGC, if the specific guidelines in this regard have not been prescribed in the UGC regulations.



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XXII. The grade point B in the 7 point scale (Grades O,A,B,C,D,E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.

XXIII. Seven Point Scale for grading system is given below for information of all concerned with recruitment.

SEVEN POINT SCALE

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

XXIV. For assessing the "Good Academic Record" of the candidate for recruitment, the following criteria shall be taken into account in order of preference.

1.	<i>First Class in the Intermediate & Bachelor's level and at 55% Master's level with NET & Ph.D as per the UGC's Regulations, 2009 as amended from time to time.</i>
2.	<i>Minimum 55% marks in the High School, Intermediate, Bachelor's level and at Master's level with NET & Ph.D as per the UGC's Regulations, 2009 as amended from time to time.</i>
3.	<i>50% marks in the Intermediate and 55% marks at Bachelor's and Master's Level with NET & Ph.D as per the UGC's Regulations, 2009 as amended from time to time.</i>
4.	<i>55% marks at Bachelor's and Master's level with NET, M.Phil & Ph.D as per the UGC's Regulations, 2009 as amended from time to time.</i>
<i>The relaxation and concessions may be provided to the candidates of reserved categories as per the guidelines of the UGC/Govt. of India as amended from time to time.</i>	

XXV. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in the UGC's Regulation, 2010 at Appendix-III (Page no.108).

XXVI. Each Professor/Associate Professor/Assistant Professor shall be required to engage himself in Research and Publication activities of the Vidyapeetha, project work sponsored by the UGC or any other funding agency, consultancy work or any other academic/allied activities in addition to the prescribed teaching/other extra curricular activities. These activities shall be assessed and reviewed by the Administration periodically or at the time of assessment/review by experts of the relevant field for which the Vidyapeetha shall constitute Committees.

XXVII. Each Professor/Associate Professor/Assistant Professor may be required to teach one or more allied subjects besides the subject for which he/she is appointed (as and when required to meet the exigency of situation).

XXVIII. The candidate applying for the teaching posts must possess the Post-Graduate /Ph.D/ M.Phil degree in the relevant subject as per the guidelines of the UGC/NCTE. The consequential benefits on account of Ph.D/M.Phil degree shall not be extended who do not have Ph.D./M.Phil Degree in the relevant subject.

XXIX. At the time of recruitment, a service agreement should be executed between the Vidyapeetha and the teacher concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

XXX. The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/typewriting on computer, record maintenance, operation and maintenance of photocopier/lamination machines etc. or having adequate experience in some other technical/professional fields.

XXXI. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/xerox copies of the enclosures to his/her application, he or she shall

not be allowed to appear at the interview and his candidature shall be treated as cancelled without any further communication in this regard.

XXXII. (i) The Vidyapeetha reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.

(ii) The Vidyapeetha reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

(iii) The Vidyapeetha reserves the right to increase or decrease the vacancies according to the circumstances

(iv) The Vidyapeetha reserves the right to reject any application without assigning any reason thereof.

(v) The Vidyapeetha reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.

(vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.

XXXIII. (i) Interim enquiries shall not be entertained.

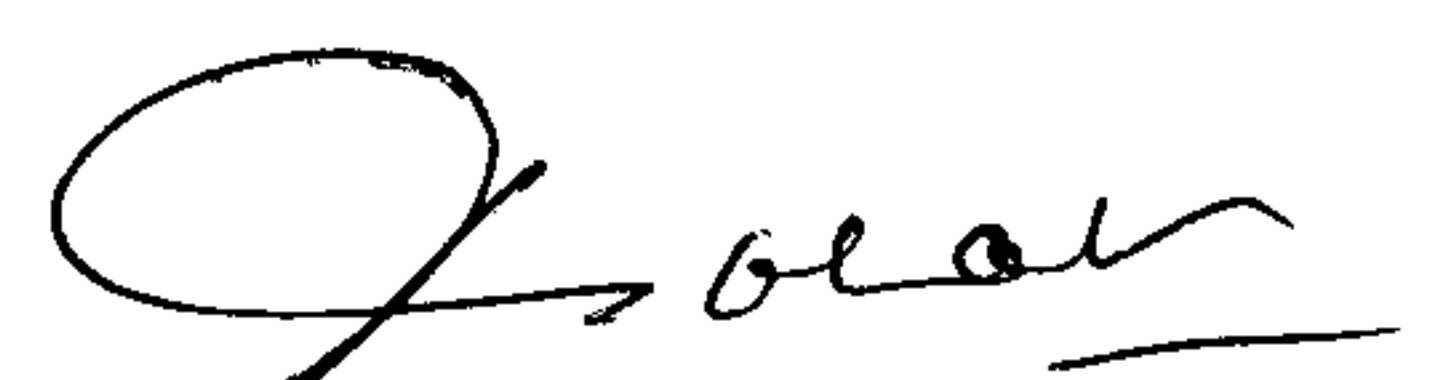
(ii) 'CANVASSING IN ANY FORM SHALL DISQUALIFY THE CANDIDATURE OF THE CANDIDATE'

(iii) Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/c payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances.

XXXIV. The Vidyapeetha shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his/her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the application which will facilitate communication at any point of time.

XXXV. The Vice-Chancellor shall not initiate any action to make selections at least two months before the expiry of his/her terms or retirement. In case of any administrative problem, the matter should be placed before the Board of Management for appropriate directions.

XXXVI. For any clarification, the candidates may contact the Assistant Registrar (Selection) or any other designated officer of the Vidyapeetha in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the Vidyapeetha in writing for redressal relating to the recruitment sufficiently in advance.



SCHEDULE - I
Part-A

Code No.	Name of the Post	Pay Scale	*Sanctioned Strength	Schedule - II (page No.)	Schedule- III (page No.)	Remarks
(I) TEACHING POSITIONS:						
T:1.	Professor	PB-4: Rs.37400-67000 + GP Rs.10000	: 08- (Non-Plan) : XI Plan - As per sanctioned strength register	27-29	107	
T:2.	Associate Professor	PB-4: Rs.37400-67000 + GP Rs.9000	: 19 - (Non-Plan) : XI Plan + OBC Reservation - As per sanctioned strength register	30-32	107	
T:3.	Assistant Professor	PB-3: Rs.15600-39100 + GP Rs.6000	: 73 - (Non-Plan) : XI Plan + OBC Reservation - As per sanctioned strength register	33-35	107	
T:4.	Assistant Librarian	PB-3: Rs.15600-39100+ GP Rs.6000	1	36-37	108	
(II) NON-TEACHING POSITIONS:						
NT:1.	Registrar	PB-4: Rs.37400-67000 + GP Rs.10000	1	38-39	109	
NT:2.	Finance Officer	PB-4: Rs.37400-67000 + GP Rs.10000	1	40-41	110	
NT:3.	Deputy Registrar	PB-3: Rs.15600-39100+ GP Rs.7600	1	42-43	111	
NT:4.	Deputy Registrar(Accounts)	PB-3: Rs.15600-39100+ GP Rs.7600	1	44-45	111	
NT:5.	Executive Engineer(Civil)	PB-3: Rs.15600-39100+ GP Rs.6600	1	46-47	112	
NT:6.	Assistant Registrar	PB-3: Rs.15600-39100+ GP Rs.5400	5+ [^] 1=6	48-49	112	
NT:7	[^] Assistant Registrar(Accounts)	PB-3: Rs.15600-39100+ GP Rs.5400	1	50-51	113	
NT:8.	System Administrator (Computer Centre)	PB-3: Rs.15600-39100+ GP Rs.5400	1	52-53	113	
NT:9.	Medical Officer(Part-Time)	PB-3: Rs.15600-39100+ GP Rs.5400	1	54-55	113	
NT: 10.	Assistant Engineer(Civil)	PB-2: Rs.9300-34800+ GP Rs.4600	1	56-57	114	
N.T: 11.	Section Officer	PB-2: Rs.9300-34800+ GP Rs.4600	5	58-59	115	
NT: 12.	Section Officer(Accounts)	PB-2: Rs.9300-34800+ GP Rs.4600	1	60-61	116	
NT: 13.	Research-cum-Statistical Officer	PB-2: Rs.9300-34800+ GP Rs.4600	1	62-63	117	
NT:	Private Secretary	PB-2: Rs.9300-	3	64-65	118	

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14.		34800+ GP Rs.4600				
NT: 15.	Assistant Programmer(Computer)	PB-2: Rs.9300- 34800+ GP Rs.4600	2	66	118	
NT: 16.	Research Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	2	67	119	
NT: 17.	Professional Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	3	68-69	119	
NT: 18.	Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	9	70-71	120	
NT: 19.	Personal Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	2	72-73	120	
NT: 20.	Junior Engineer(Civil)	PB-2: Rs.9300- 34800+ GP Rs.4200	1	74	121	
NT: 21.	Junior Engineer(Electrical)	PB-2: Rs.9300- 34800+ GP Rs.4200	1	75	121	
NT: 22.	Semi-Professional Assistant	PB-1: Rs.5200- 20200+ GP Rs.2800	3	76-77	122	
NT: 23.	Technical Assistant(Lab)	PB-1: Rs.5200- 20200+ GP Rs.2800	1	78	122	
NT: 24.	Technical Assistant(Computer)	PB-1: Rs.5200- 20200+ GP Rs.2800	1	79	123	
NT: 25.	Proof-Reader	PB-1: Rs.5200- 20200+ GP Rs.2800	1	80	123	
NT: 26.	Upper-Division-Clerk	PB-1: Rs.5200- 20200+ GP Rs.2400	11	81-82	124	
NT: 27.	Stenographer	PB-1: Rs.5200- 20200+ GP Rs.2400	3	83	125	
NT: 28.	Electrician	PB-1: Rs.5200- 20200+ GP Rs.2400	1	84	125	
NT: 29.	Library Assistant	PB-1: Rs.5200- 20200+ GP Rs.2000	2	85-86	125	
NT: 30.	Lower Division Clerk	PB-1: Rs.5200- 20200+ GP Rs.1900	14	87-88	126	
NT: 31.	Staff Car Driver	PB-1: Rs.5200- 20200+ GP Rs.1900	2	89	126	
NT: 32.	Pump-Operator	PB-1: Rs.5200- 20200+ GP Rs.1900	1	90	127	
NT: 33.	Cook	PB-1: Rs.5200- 20200+ GP Rs.1900	2	91	127	
NT: 34.	Library Attendant	PB-1: Rs.5200- 20200+ GP Rs.1800	4	92	128	
NT: 35.	Multi Tasking Staff (MTS)	PB-1: Rs.5200- 20200+ GP Rs.1800	26	93-94	128	
NT: 36.	Mess Attendant (MTS)	PB-1: Rs.5200- 20200+ GP	2	95	129	

		Rs.1800				
NT: 37.	Attendant (Health Centre) (MTS)	PB-1: Rs.5200- 20200+ GP Rs.1800	1	96	130	
NT: 38.	Lab Attendant (Computer Lab)	PB-1: Rs.5200- 20200+ GP Rs.1800	1	97	130	
NT: 39.	Lab Attendant (Psychology Lab)	PB-1: Rs.5200- 20200+ GP Rs.1800	1	98	130	
NT: 40.	Sweeper-cum-Farash	PB-1: Rs.5200- 20200+ GP Rs.1800	5	99	131	

**Note:-The sanctioned strength may be increased or decreased consequent upon the creation of new posts or abolition of the sanctioned posts or transfer of posts from one department to another department or rationalization/change of nomenclature of posts by the UGC.*

J. S. S.

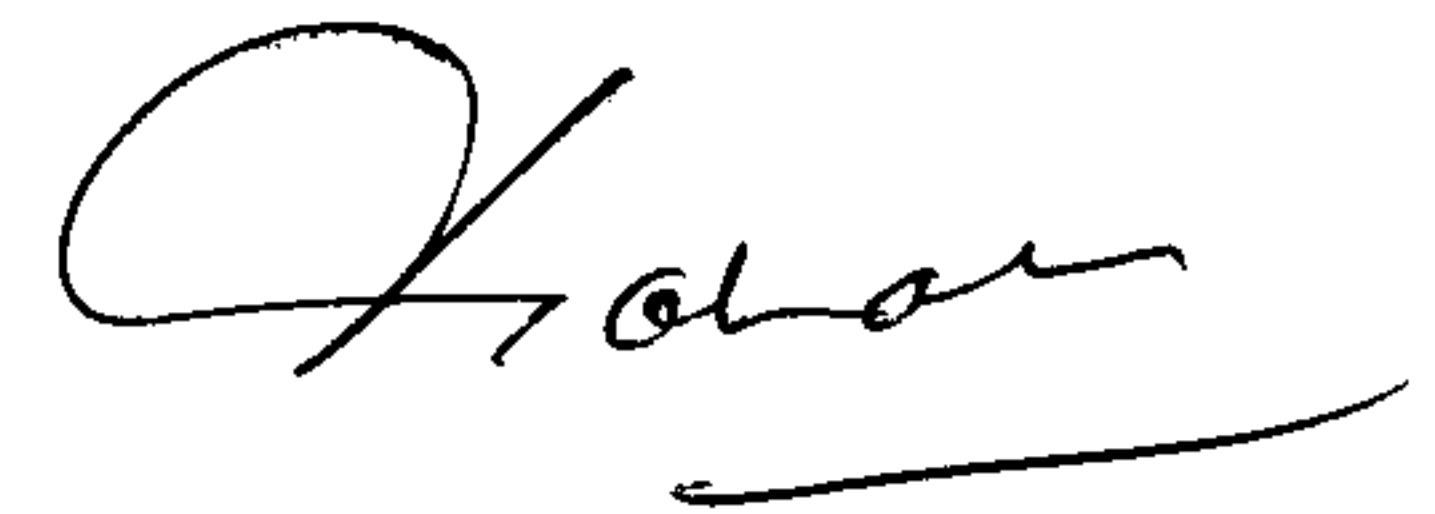
Part-B**CENTRE FOR WOMEN'S STUDIES:**

The following post(s) are to be filled-up on tenure basis till the continuation of the Centre within the budgetary limitation as prescribed in the guidelines of the UGC.

Code No.	Name of the Post(s)	Pay Scale/ Consolidated Pay	Sanctioned Strength	Schedule - II (page No.)	Schedule -III (page No.)	Remarks
(III) TEACHING & NON-TEACHING POSITIONS:						
OTH. 1.	Director(W.S)	As per the guidelines of the UGC		100-101	132	
OTH. 2	Associate Professor			30-31	107	
OTH. 3.	Assistant Professor			33-34	107	
OTH. 4.	Research Assistant			102	132	

Part-C**OTHER POSITIONS (PROPOSED TO THE UGC):**

S. No.	Name of the Post(s)	Pay Scale	Post Proposed	Schedule - II (page No.)	Schedule -III (page No.)	Remarks
OTH. 5.	Internal Audit Officer(IAO)	PB-3: Rs.15600- 39100+ GP Rs.6600	1	103-104	133	
OTH. 6	Principal Private Secretary (PPS)	PB-3: Rs.15600- 39100+ GP Rs.5400	1	105-106	134	



Schedule - II

1.	Name of the Post	PROFESSOR
2.	Number of Post(s)	Sanctioned In strength
		(As per schedule-I : Part-A)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-4- Rs.37400-67000 + GP Rs.10,000 or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p>Eligibility: *Essential:</p> <p>(A)</p> <p>(i) An eminent scholar with Ph.D. qualifications(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.</p> <p>(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.</p> <p>(iii) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.</p> <p>(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Regulation in Appendix III.</p> <p>OR</p> <p>An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p> <p>(B) Knowledge of Sanskrit and ability to teach in Sanskrit.</p> <p>*Important Note:-The candidates while submitting the applications as per the afore-mentioned qualification requirements must have the Post-Graduate Degree in the relevant subject. They must also ensure that their Ph.D degree and publications etc. shall be strictly in Sanskrit language. In addition to the above, they must have the teaching/research experience in the relevant subject as per the advertisement.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of internal candidates	Yes
10.	Period of probation, if any	For Direct Recruits : To be governed under rule 24 (i) of the bye-laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by	Direct Recruitment

	deputation / absorption and percentage of the vacancies to be filled by various methods		
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13	Composition of Selection Committee/ Departmental Promotion Committee	Vice-Chancellor	Chairperson
		An academician in the relevant field who is the nominee of the Chancellor	Member
		Three experts in the concerned subject /field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management	Members
		Dean of the concerned Faculty, wherever applicable	Member
		Head of the Department	Member
		An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the candidate representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.	Members
		Note: i) At least four members, including two outside subject experts, shall constitute the quorum. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.	
14.	Scales proposed to be given in the Career Advancement Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15	Age of Superannuation	65 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16	Remarks	(i) Duties & Responsibilities as mentioned in the Schedule-III (ii) Applicants for modern subjects viz English, Hindi Sociology, Political Science, Computer Science, Physical Education or any other subject introduced in future may apply even without any Sanskrit background.	

Professor (Department of Education):

Essential: (A) As per the UGC's Regulations, 2010 and NCTE Regulations as amended from time to time.

(B) Knowledge of Sanskrit and ability to teach in Sanskrit (wherever applicable)

Important:**Note:-**

- (1) The degrees of Shiksha Shastri and Shiksha Acharya shall be considered equivalent to B.Ed and M.Ed respectively as per the Office Memorandum No.14021/5/96-Estt(D) dated 9.8.1996 of the Govt. of India, Ministry of Personnel, P.G. & Pensions, (Department of Personnel & Training).
- (2) In order to assess the ability of the candidates to teach in Sanskrit language, the Selection Committee shall consider their educational qualifications in Sanskrit, experience acquired on teaching/research positions or significant contributions to educational innovation, design of curricula/courses and/or research aptitude evidenced by quality of publications etc. specifically in the Sanskrit language at the time of interview. The outcome of such consideration regarding the ability and suitability of the candidate to teach in Sanskrit medium shall be mandatorily recorded in the minutes of the Selection Committee. **In case it is not feasible to recommend a suitable/meritorious candidate with the desired background as stated above on ground of non-availability despite best efforts, compulsions for teaching modern subjects and/or any other technicalities, the Selection Committee may consider other candidates with exceptional merit in the relevant discipline/subject as advertised by recording specific reasons in the minutes for selecting candidate without Sanskrit background.**



1.	Name of the Post	ASSOCIATE PROFESSOR
2.	Number of Post(s)	Sanctioned In strength
		(As per schedule-I : Part-A)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-4- Rs.37400-67000 + GP- Rs.9,000 or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p>Eligibility: -</p> <p>(A): *Essential:</p> <p>(i) Good academic record with a Ph.D Degree in the concerned/allied/relevant discipline.</p> <p>(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</p> <p>(iii) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a university, college or accredited research institution excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.</p> <p>(iv) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.</p> <p>(v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System(PBAS), set out in the Regulation in Appendix III.</p> <p>(B) Knowledge of Sanskrit and ability to teach in Sanskrit</p> <p>*Important Note:-The candidates while submitting the applications as per the afore-mentioned qualification requirements must have the Post-Graduate Degree in the relevant subject. They must also ensure that their Ph.D degree and publications etc. shall be strictly in Sanskrit language. In addition to the above, they must have the teaching/research experience in the relevant subject as per the advertisement.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of internal candidates	Yes
10.	Period of probation, if any	For Direct Recruits : To be governed under rule 24 (i) of the bye-laws
11.	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
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.	N.A.



13	Composition of Selection Committee/ Departmental Promotion Committee	Vice-Chancellor	Chairperson
		An academician in the relevant field who is the nominee of the Chancellor	Member
		Three experts in the concerned subject /field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management	Members
		Dean of the concerned Faculty, wherever applicable	Member
		Head of the Department	Member
		An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the candidate representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.	Members
		<p>Note: i) At least four members, including two outside subject experts, shall constitute the quorum.</p> <p>ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>	
14.	Scales proposed to be given in the Career Advancement Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15	Age of Superannuation	65 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16	Remarks	(i) Duties & Responsibilities as mentioned in the Schedule-III (ii) Applicants for modern subjects viz English, Hindi Sociology, Political Science, Computer Science, Physical Education or any other subject introduced in future may apply even without any Sanskrit background.	

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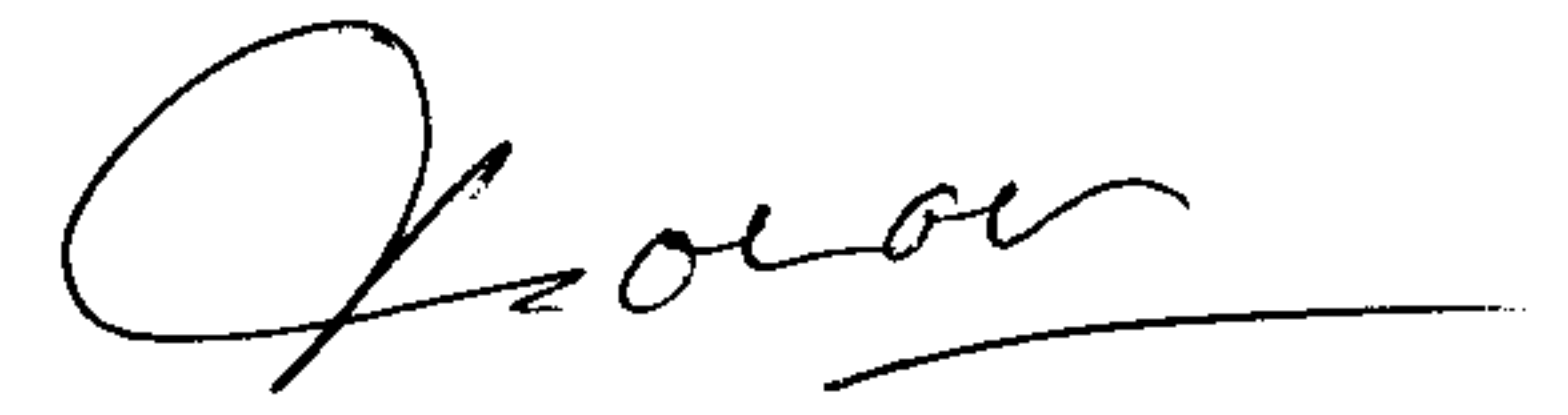
Associate Professor (Department of Education) :

Essential: (A) As per the UGC's Regulations, 2010 and NCTE Regulations as amended from time to time.

(B) Knowledge of Sanskrit and ability to teach in Sanskrit (wherever applicable)

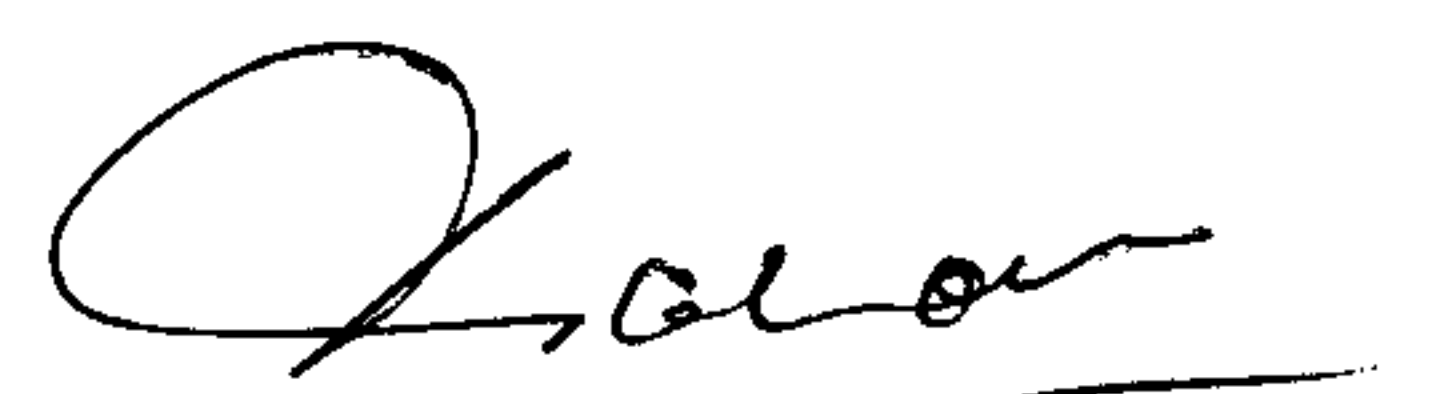
Important:**Note:-**

- (1) The degrees of Shiksha Shastri and Shiksha Acharya shall be considered equivalent to B.Ed and M.Ed respectively as per the Office Memorandum No.14021/5/96-Estt(D) dated 9.8.1996 of the Govt. of India, Ministry of Personnel, P.G. & Pensions, (Department of Personnel & Training).
- (2) In order to assess the ability of the candidates to teach in Sanskrit language, the Selection Committee shall consider their educational qualifications in Sanskrit, experience acquired on teaching/research positions or significant contributions to educational innovation, design of curricula/courses and/or research aptitude evidenced by quality of publications etc. specifically in the Sanskrit language at the time of interview. The outcome of such consideration regarding the ability and suitability of the candidate to teach in Sanskrit medium shall be mandatorily recorded in the minutes of the Selection Committee. **In case it is not feasible to recommend a suitable/meritorious candidate with the desired background as stated above on ground of non-availability despite best efforts, compulsions for teaching modern subjects and/or any other technicalities, the Selection Committee may consider other candidates with exceptional merit in the relevant discipline/subject as advertised by recording specific reasons in the minutes for selecting candidate without Sanskrit background.**



1.	Name of the Post	ASSISTANT PROFESSOR
2.	Number of Post(s)	Sanctioned In strength
		(As per schedule-I : Part-A)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-3- Rs.15600-39100 + GP Rs.6,000 or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p><u>Eligibility:</u></p> <p><u>Essential:</u></p> <p>(i) Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F at Acharya / Master's degree level, in the relevant subject from an Indian University or, an equivalent degree from an accredited foreign university.</p> <p>(ii) Besides fulfilling the above-mentioned qualifications, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>* (iii) Notwithstanding anything contained in afore-mentioned clauses (i) and (ii) of Clause 4.4.1 of the Regulation, candidate, who are, or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities.</p> <p>(iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.</p> <p>(v) Knowledge of Sanskrit and ability to teach in Sanskrit (except modern subject)</p> <p>*Important Note: - (1) Notwithstanding the conditions prescribed for exemption of NET/SLET/SET as at (iii) above, it must be ensured that the candidates seeking exemption from NET/SLET/SET must have acquired Ph.D. degree in the relevant subject as per the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 failing which their candidature shall not be considered. Further, the candidates must have cleared the eligibility test such as NET/SLET/SET in the concerned subject only without which their candidature shall not be considered.</p> <p>(2) In order to assess the ability of the candidates to teach in Sanskrit language, the Selection Committee shall consider their educational qualifications in Sanskrit or such other claims like the experience on teaching/research positions or significant contributions to educational innovation, design of curricula/courses and/or research aptitude evidenced by quality of publications etc. specifically in the Sanskrit language at the time of interview. The outcome of such consideration regarding the ability and suitability of the candidate to teach in Sanskrit medium shall be mandatorily recorded in the minutes of the Selection Committee.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of internal candidates	Yes

10	Period of probation, if any	For Direct Recruits : To be governed under rule 24 (i) of the bye-laws.	
11	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	
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13	Composition of Selection Committee/ Departmental Promotion Committee	Vice-Chancellor	Chairperson
		Nominee of the Chancellor having expertise in the concerned subject	Member
		Three experts in the concerned subject /field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management	Members
		Dean of the concerned Faculty	Member
		Head of the Department	Member
		An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the candidate representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.	
		<p>Note:</p> <p>i) At least four members, including two outside subject experts, shall constitute the quorum.</p> <p>ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>	
14	Scales proposed to be given in the Career Advancement Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15	Age of Superannuation	65 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16	Remarks	(i) Duties & Responsibilities as mentioned in the Schedule-III (ii) Applicants for modern subjects viz English, Hindi Sociology, Political Science, Computer Science, Physical Education or any other subject introduced in future may apply even without any Sanskrit background	

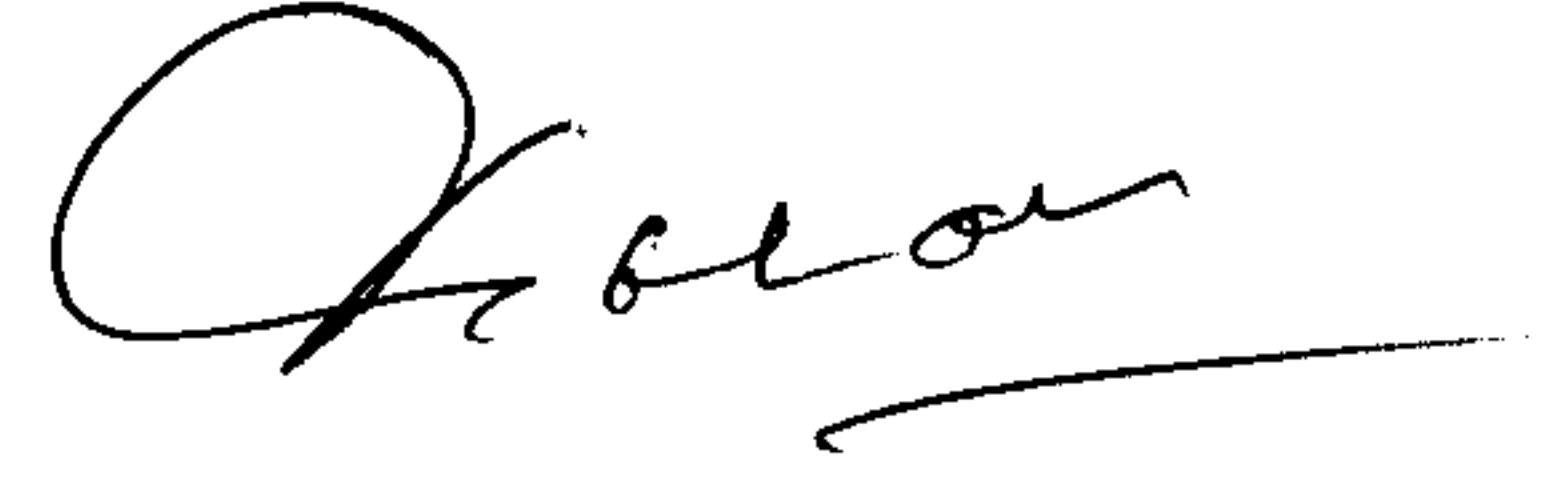


Assistant Professor: Essential: (A) As per the UGC's Regulations, 2010 and NCTE Regulations as amended from time to time.

(B) Knowledge of Sanskrit and ability to teach in Sanskrit (wherever applicable)

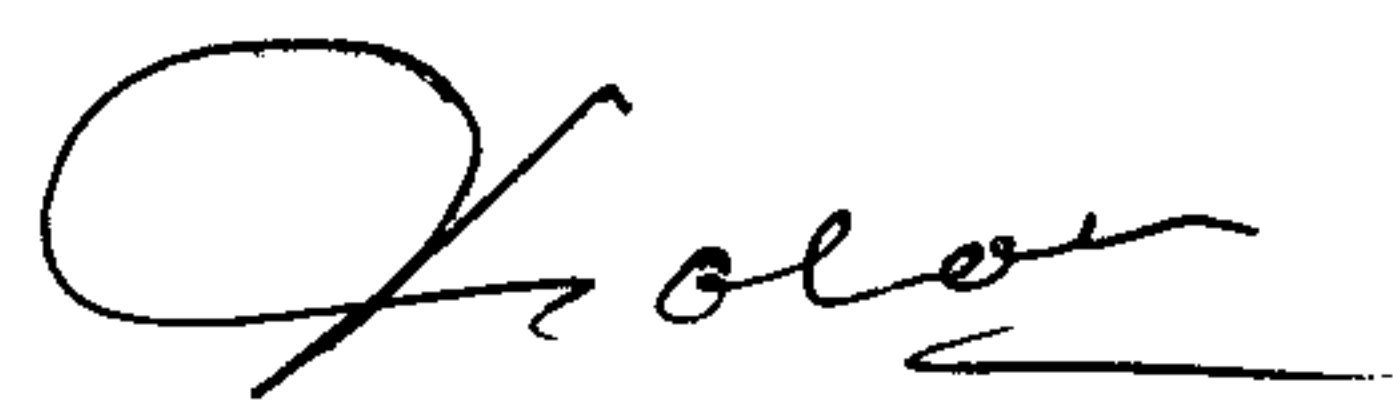
Important: Note:-

- (1) The degrees of Shiksha Shastri and Shiksha Acharya shall be considered equivalent to B.Ed and M.Ed respectively as per the Office Memorandum No.14021/5/96-Estt(D) dated 9.8.1996 of the Govt. of India, Ministry of Personnel, P.G. & Pensions, (Department of Personnel & Training).
- (2) In order to assess the ability of the candidates to teach in Sanskrit language, the Selection Committee shall consider their educational qualifications in Sanskrit or such other claims like the experience on teaching/research positions or significant contributions to educational innovation, design of curricula/courses and/or research aptitude evidenced by quality of publications etc. specifically in the Sanskrit language at the time of interview. The outcome of such consideration regarding the ability and suitability of the candidate to teach in Sanskrit medium shall be mandatorily recorded in the minutes of the Selection Committee. **In case it is not feasible to recommend a suitable/meritorious candidate with the desired background as stated above on ground of non-availability despite best efforts, compulsions for teaching modern subjects and/or any other technicalities, the Selection Committee may consider other candidates with exceptional merit in the relevant discipline/subject as advertised by recording specific reasons in the minutes for selecting candidate without Sanskrit background.**



1.	Name of the Post	ASSISTANT LIBRARIAN
2.	Number of Post(s)	1
	Sanctioned In strength	
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-3 Rs.15600-39100 + GP-Rs.6000/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p>Essential:</p> <p>(i) Master's Degree in Library Sciences/Information Science/Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record with adequate experience of computerisation of library</p> <p>* (ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. However, the candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian. (page No.30 of the regulations,2010)</p> <p>Desirable:</p> <p>Knowledge of Sanskrit and Computer Application in the relevant field.</p> <p>*Important Note: Notwithstanding the conditions prescribed for exemption of NET/SLET/SET as at (ii) above, it must be ensured that the candidates seeking exemption from NET/SLET/SET must have acquired Ph.D. degree in the relevant subject as per the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 failing which their candidature shall not be considered. Further, the candidates must have cleared the eligibility test such as NET/SLET/SET in the concerned subject only without which their candidature shall not be considered.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
10.	Period of probation, if any	For Direct Recruits : To be governed under rule 24 (i) of the bye-laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct/Deputation/Contract
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.	Deputation: Persons holding analogous posts in the library sector or 3 or 5 years of regular service as Professional Assistant or Semi Professional Assistant respectively of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed by the UGC.

13.	Composition of Selection Committee/ Departmental Promotion Committee	Vice Chancellor	Chairperson
		Nominee of the Chancellor having expertise in the concerned subject	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
		Dean of the concerned faculty wherever applicable or Librarian/ Professor-In-Charge(Library), if available	Member
		Head of the Department or Registrar	Member
		An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.	Member(s)
		<p>Note: i) At least four members, including two outside subject experts, shall constitute the quorum.</p> <p>ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	62 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	

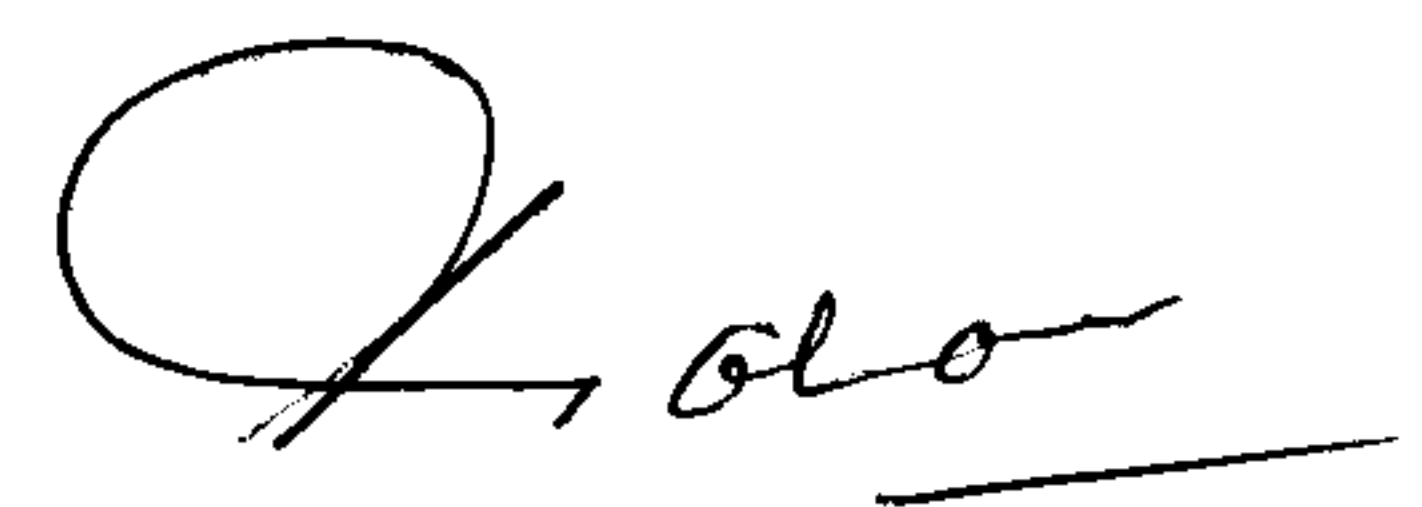


1.	Name of the Post	REGISTRAR
2.	Number of Post(s)	Sanctioned
		In strength
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-4- Rs.37400-67000 + GP Rs.10,000 or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p>Essential:</p> <p>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>2. At least 15 years of experience as Lecturer (Sr. Scale)/Lecturer with eight years in Reader's grade 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 out of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>i) Ph.D ii) PG degree/Diploma in Management with knowledge of computer. iii) LL.B iv). Knowledge of Sanskrit</p> <p>AGE LIMIT: 56 Years (For deputation)</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
10.	Period of probation, if any	N.A.
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>Direct/Deputation/Contract</p> <p>*Direct/Deputation/Contract for tenure of five years or till attaining the age of 62 years, whichever is earlier. (Can be renewed for similar terms). However, any incumbent already continuing on regular basis prior to implementation of the Bye-Laws Governing the Method of Recruitment, 2008 shall be allowed to continue up to 62 years.</p> <p>Note:- (i) In case of the recruitment through deputation/contract, the Board of Management may order for repatriation of the incumbent on ground of non-performance, misconduct or any other act which is considered to be unbecoming of an employee as per the CCS(Conduct) Rules, 1964.</p> <p>(ii) In case of the incumbent recruitment through direct recruitment with permission to retain lien on his parent post, the Board of Management may repatriate the incumbent concerned to his parent organization on ground of non-performance, misconduct or any other act which is considered to be unbecoming of an employee as per the CCS(Conduct) Rules, 1964. If the incumbent joins without retaining the lien on his parent post, then appropriate disciplinary action may be initiated by the Vice-Chancellor with the approval of the Board of Management under the CCS (CCA) Rule, 1965</p>

		<i>*Authority:-UGC's letter No.F.39-3/2004(CU/JCRC) dated 26.05.2005</i>	
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.	As indicated at column -8	
13	Composition of Selection Committee/ Departmental Promotion Committee	As per the UGC (Institutions Deemed to be Universities) Regulations, 2010 and Memorandum of Association of the Vidyapeetha as amended from time to time.	
		Vice Chancellor	Chairperson
		One expert in the relevant field nominated by the Chancellor	Member
		One expert in the relevant field appointed by the Board of Management who is not connected with the Vidyapeetha	Members
		One nominee of the Board of Management	Member
		Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.	Member
<p>Note: (i) The quorum should be of four including Chairperson, expert members in the relevant field and any other member(s) whose presence shall be mandatory as per rules.</p> <p>(ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p>			
14	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15	Age of Superannuation	62 years	
16	Remarks	<p>Note:-</p> <p>i) The minimum requirements of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No.F.3-2/99(PS) dated 23.6.1999.</p> <p>ii) Duties and Responsibilities as mentioned in the Schedule-III</p>	

1.	Name of the Post	FINANCE OFFICER	
2.	Number of Post(s)	Sanctioned	1
		In strength	
3.	Classification	Group 'A'	
4.	Scale of Pay (Revised)	PB-4- Rs.37400-67000 + GP -Rs.10,000 or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for appointment by deputation	56 years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	N.A.	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A	
10.	Period of probation, if any	N.A	
11.	Method of recruitment : Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p><u>Essential Qualification for Direct Recruitment:</u></p> <p>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>2. At least 15 years of experience as Lecturer (Sr. Scale)/Lecturer with eight years in Reader's grade along with experience in Educational Administration/ Finance/Accounts (as the case may be).</p> <p>OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education. OR</p> <p>15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post in the area of Administration/Finance/Accounts (as the case may be).</p> <p>Desirable: -</p> <p>1. Knowledge of Sanskrit</p>	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>Deputation:</p> <p>*Appointment shall be made on deputation by drawing officers belonging to the Audit and Accounts service or other similar organized services such as Railway Accounts, Defence Accounts etc. not below the rank of DAG or equivalent.</p> <p>The incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of 62 years whichever is earlier. However, any incumbent already continuing on regular basis prior to implementation of the Bye-Laws Governing the Method of Recruitment, 2008, shall be allowed to continue up to 62 years.</p> <p>Note:- (i) The Board of Management may order for repatriation of the incumbent on ground of non-performance, misconduct or any other act which is considered to be unbecoming of an employee as per the CCS(Conduct) Rules, 1964.</p> <p>*Authority:- UGC's letter No.F.39-3/2004(CU/JCRC) dated 26.5.2005.</p> <p>Note:- In case of non-availability of a suitable officer belonging to the Audit and Accounts Service or other similar organized services , the Vidyapeetha may appoint a Deputy Finance Officer/Deputy Registrar Accounts in the grade of Rs. 15600-39100 + GP-7600 against the post of Finance Officer on deputation basis from the University System as an interim arrangement. In this case, the qualification requirements shall be same as Deputy Finance Officer/Deputy Registrar Accounts.</p>	

		AGE LIMIT: 56 Years (For deputation)	
13	Composition of Selection Committee/ Departmental Promotion Committee	As per UGC (Institutions Deemed to be Universities) Regulations, 2010 and Memorandum of Association of the Vidyapeetha as amended from time to time.	
		Vice Chancellor	Chairperson
		One expert in the relevant field nominated by the Chancellor	Member
		One expert in the relevant field appointed by the Board of Management who is not connected with the Vidyapeetha	Member
		One nominee of the Board of Management	Member
		Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.	Member
		Registrar	Member
		<p>Note: i) The quorum should be of four including Chairperson, expert members in the relevant field and any other member(s) whose presence shall be mandatory as per rules.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	N.A.	
15.	Age of Superannuation of Finance Officer	62 Years	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	



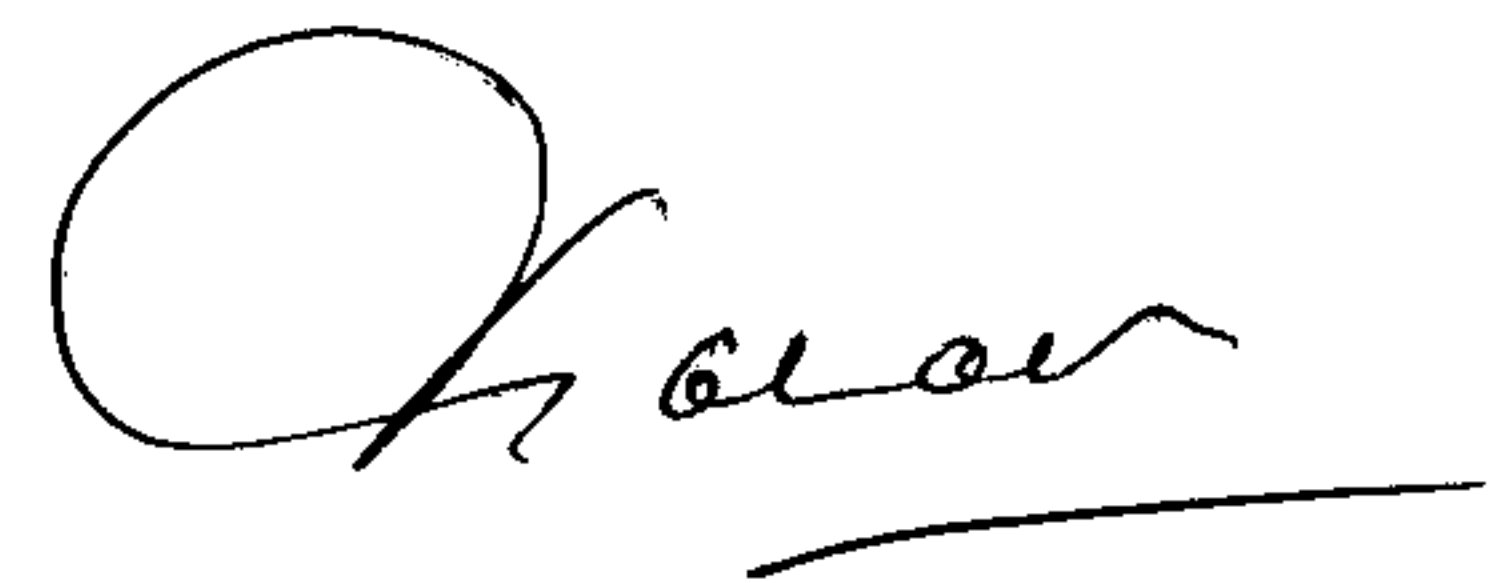
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	Sanctioned 1
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-3- Rs. 15600-39100 + GP-7600/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p>Essential:</p> <p>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least 5 years of experience as Lecturer in a college or a university 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>5 years of administrative experience/experience in the relevant field as Assistant Registrar or in an equivalent post.</p> <p>Desirable: MBA(Personnel)/Master's Degree/Diploma in Personnel Management/Law, and Knowledge of Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	As per the column- 12
10.	Period of probation, if any	<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws.</p> <p>For Promotion : To be governed under rule 24 (ii) of the bye-laws.</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% by direct recruitment/ Deputation/ Contract 25% by promotion failing which by Deputation/Contract. (The ratio of 3:1 shall be followed between the direct recruitment and recruitment by promotion i.e. the 1st, the 2nd and the 3rd appointment shall be done by direct recruitment and the 4th appointment shall be done by promotion and shown on, in order to comply with the prescribed ratio as mentioned above). The prescribed quota between direct recruitment and internal promotion shall be maintained w.e.f.1.1.2013 as per the distribution given above based on the UGC's guidelines. The post of Deputy Registrar (Accounts) shall be filled-up "by direct recruitment/deputation/contract" only by treating it under the external quota so as to determine the ratio as prescribed above.</p>
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>In case of more number of vacancies are created in the Vidyapeetha, then the following criteria shall be implemented to fill-up the vacancies as per the guidelines of the UGC:</p> <p>Promotion: Educational Qualifications, experience etc. as per the guidelines of the UGC/GOI. In the absence of any specific guidelines - Assistant Registrar with 5 years of continuous regular service in the senior scale of Rs.15600-39100 + GP -6600/-</p> <p>Deputation:- Officers holding analogous posts on regular basis or with 5 years continuous regular service as Assistant Registrar or its equivalent in the pay scale of Rs.15600-39100 + GP -5400/- with experience in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies subject to fulfilment of educational qualifications as mentioned at column -8</p>

		above	
		AGE LIMIT: 56 Years (For deputation)	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Vice Chancellor	Chairman
		One nominee of the Chancellor	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
		Registrar	Member
		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p> <p>iv) Finance Officer may be a member if the recruitment is made for any post in Accounts Division specifically.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Government of India as amended from time to time and duly adopted by the Vidyapeetha.	
16.	Remarks	<p>Note:- i) The minimum requirements of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No.F3-2/99(PS) dated 23.6.1999.</p> <p>ii) Duties and Responsibilities as mentioned in the Schedule-III.</p>	

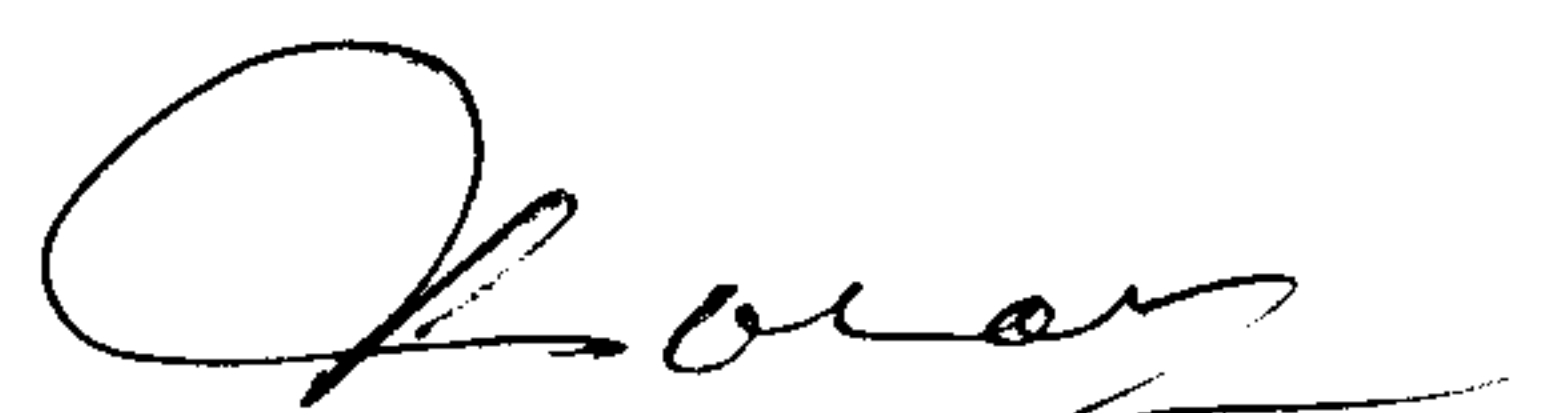


1.	Name of the Post	DEPUTY REGISTRAR(ACCOUNTS)
2.	Number of Post(s)	Sanctioned In strength
		1
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-3: Rs.15600-34800 + GP- Rs.7600/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruits	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p>Essential;-</p> <p>1. Master's degree (preferably in Commerce/M.B.A-Finance) with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. Five years of experience in the relevant field as Assistant Registrar(Accounts) or equivalent in the PB-3 Rs.15600-39100+GP - Rs.5400/-</p> <p style="text-align: center;">OR</p> <p>2. Five years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in relevant field in educational institution</p> <p style="text-align: center;">OR</p> <p>Comparable status and experience in the relevant field in research establishment and/or other institutions of higher education</p> <p>Desirable:-</p> <p>1. ICWA/CA/SAS , Knowledge of Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A
10.	Period of probation, if any	Two years
11.	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	By Direct Recruitment/ Deputation/ Contract Promotion : N.A.
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>Deputation: Officers holding analogous posts on regular basis or with 5 years continuous regular service as Assistant Registrar or equivalent in the pay scale of Rs.15600-39100 + GP -5400/- with experience in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies subject to fulfilment of educational qualifications as mentioned at column -8 above OR *an employee of subordinate audit and accounts cadre or other similar organized services working in the pay scale of Rs.15600-39100 + GP- Rs.5400 and having the graduate degree</p> <p>Age limit : 56 years *Authority: UGC's letter No.F.4-1/2010(JCRC) dated 04.01.2011</p>

13	Composition of Selection Committee/ Departmental Promotion Committee	Vice Chancellor	Chairman
		One nominee of the Chancellor	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
		Registrar	Member
		Finance Officer	Member
		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC.	
15.	Age of Superannuation of Finance Officer	60 Years as prescribed by the UGC from time to time.	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III *Note:-The incumbent to the post may be transferred to any other section as per the exigency of situation.	



1.	Name of the Post	Executive Engineer(Civil)
2.	Number of Post(s)	Sanctioned 1
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-3- Rs. 15600-39100 + GP-6600/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications required for direct recruitment	<p>Direct:</p> <p>Essential:-</p> <p>i) Degree in Civil Engineering from a recognised University/Institute with not less than 50% marks.</p> <p>ii) 10 years experience in the relevant field at the level of Assistant Engineer or equivalent in the PB-3-Rs.15600-39100 + GP-Rs.5400/-. Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.</p> <p>Desirable:- i. At least two years experience as Executive Engineer, In-Charge of time bound construction projects of multistorey buildings and have experience in planning/estimation/tendering as per the CPWD/PWD norms. Good knowledge of CPWD manuals, preparation/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 Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	As per the column- 12
10.	Period of probation, if any	<p>For Direct Recruits : To be governed under Rule 24 (i) of the bye-laws.</p> <p>For Promotion : To be governed under Rule 24 (ii) of the bye-laws.</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by promotion and 50% by direct (In case of single post, the initial recruitment has to be made by promotion if eligible candidate is available in the feeder cadre then the subsequent vacancy shall be filled-up by direct recruitment. In other words, the ratio of 1:1 shall be followed between the internal promotion and direct recruitment) The prescribed quota between internal promotion and direct recruitment shall be maintained w.e.f. 1.1.2013 as per the distribution given above.
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p>Promotion: Assistant Engineer with 10 years continuous regular service in the pay scale of PB-2 Rs.9300-34800 plus GP of Rs. 4600/- subject to fulfilment of educational qualifications as prescribed at column 8 (i) above. In case of Post Graduate Degree, 8 years of continuous service shall be insisted upon as mentioned at 8 (ii) above.</p> <p>Deputation:-.</p> <p>Officers holding analogous posts on regular basis or with 10 years continuous regular service as Assistant Engineer in the pay scale of Rs.15600-39100 + GP-Rs.5400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications as prescribed at column 8 above.</p> <p>AGE LIMIT: 56 Years (For deputation)</p>

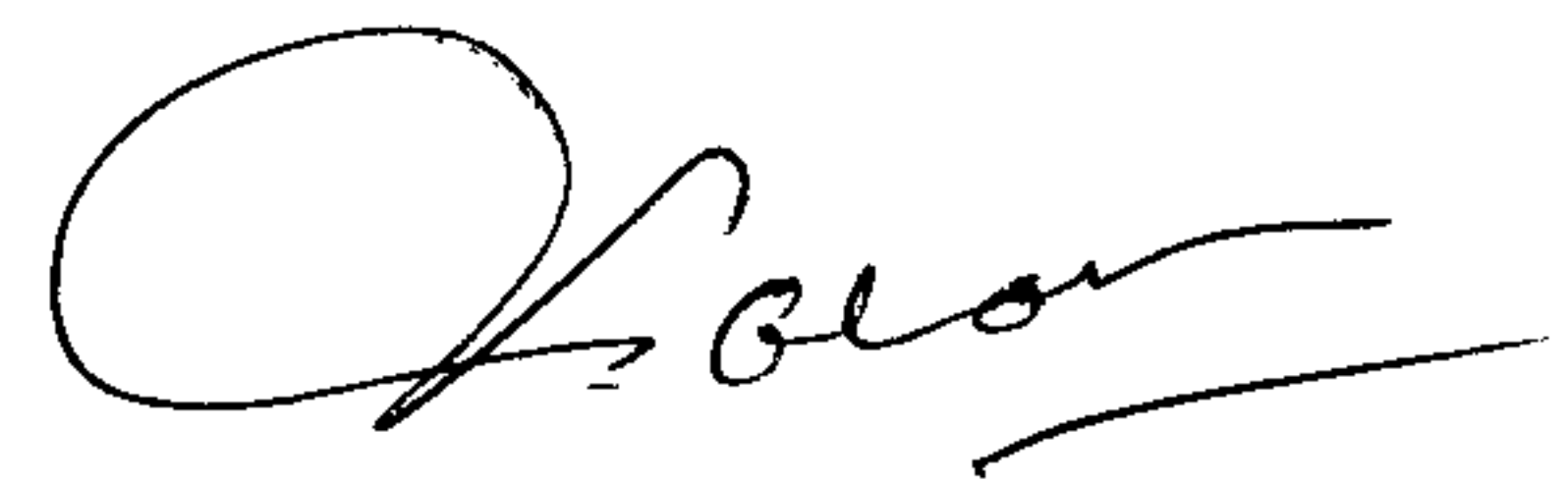


13.	Composition of Selection Committee/ Departmental Promotion Committee	Vice Chancellor	Chairman
		One nominee of the Chancellor	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
		Registrar	Member
		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India issued from time to time.	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Government of India as amended from time to time and duly adopted by the Vidyapeetha.	
16.	Remarks	<p>Note:-</p> <p>i) Duties and Responsibilities as mentioned in the Schedule-III.</p>	

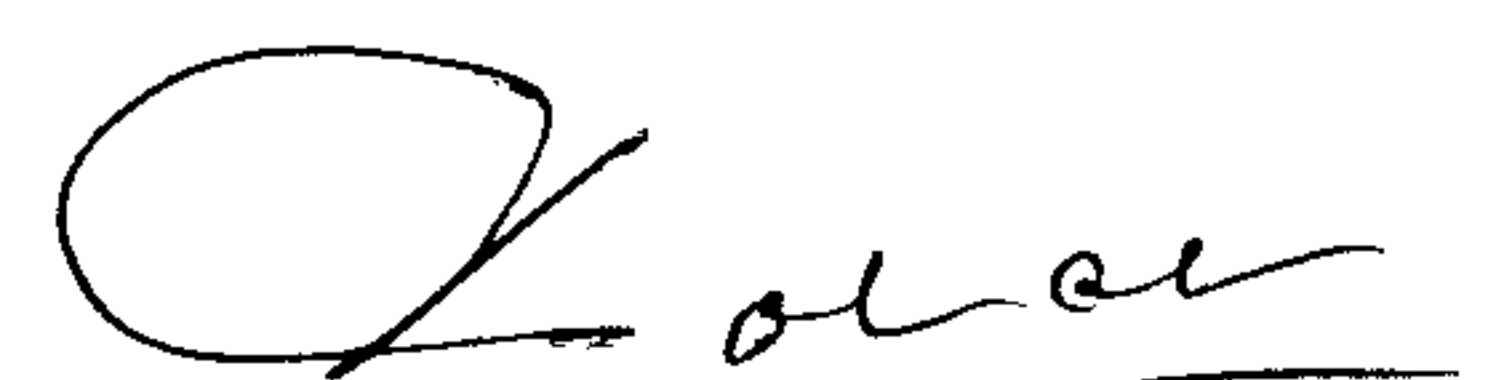


1.	Name of the Post		ASSISTANT REGISTRAR
2.	Number of Post(s)	Sanctioned	5+1 (Assistant Registrar-Accounts) : 06
		In strength	
3.	Classification		Group 'A'
4.	Scale of Pay (Revised)		PB-3 Rs.15600-39100 + GP-Rs.5400/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		N.A.
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>Good academic record with Master's Degree in any discipline with at least 55% marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>Desirable:</p> <p>i) 2 Years experience in a supervisory capacity in the Educational Administration or Accounts or Examination as the case may be. ii) Knowledge of Computer Application iii) Knowledge of Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees/ deputationist		As per the guidelines of the UGC as amended from time to time.
10.	Period of probation, if any		<p>For Direct Recruits : To be governed under Rule 24 (i) of the bye-laws.</p> <p>For Promotion : To be governed under Rule 24 (ii) of the bye-laws.</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		<p>50% by promotion failing which by deputation/contract or by direct recruitment</p> <p>50% by direct recruitment - Based on written test and interview. The Vidyapeetha may at its discretion fill-up the vacancy by deputation/Contract as per administrative requirements.</p> <p>(The ratio of 1:1 shall be followed between the recruitment by promotion and direct recruitment i.e. the 1st appointment shall be done by promotion and the 2nd appointment shall be done by direct recruitment and shown on in order to comply with the prescribed ratio as mentioned above). The prescribed quota between internal promotion and direct recruitment shall be maintained w.e.f. 1.1.2013 as per the distribution given above based on the UGC's guidelines. The post of Assistant Registrar (Accounts) shall be filled-up "by direct recruitment /deputation/contract" only by treating it under the external quota so as to determine the ratio as prescribed above.</p>
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion / deputation absorption to be made.		<p>Promotion:- Educational Qualifications, experience etc. as per the guidelines of the UGC/GOI. In the absence of any specific guidelines, 5 years continuous satisfactory service as Section Officer/Private Secretary in the pay scale of Rs.9300-34800 + GP Rs.4600/- and possessing at-least graduation degree.</p> <p>Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.</p> <p>Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service as Section Officer/Private Secretary in the scale of pay of Rs.9300-34800 + GP- Rs.4600/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and having the graduate degree.</p>


13.	Composition of Selection Committee for direct recruitment/internal promotion	Vice Chancellor	Chairman
		One nominee of the Chancellor	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
		Registrar	Member
		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p> <p>iv) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India as amended from time to time	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post		ASSISTANT REGISTRAR(ACCOUNTS)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'A'	
4.	Scale of Pay (Revised)		PB-3 Rs.15600-39100 + GP-Rs.5400/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		N.A.	
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>Good academic record with Master's Degree in any discipline (preferably in Commerce/M.B.A.-Finance) with at least 55% marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>Desirable:-</p> <p>i) Five years of experience in the relevant field as Section Officer(Accounts) or equivalent ii) ICWA/CA/SAS iii) Knowledge of Computer Application iv). Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees/ deputationist		As per the guidelines of the UGC as amended from time to time.	
10.	Period of probation, if any		For Direct Recruits : To be governed under Rule 24 (i) of the bye-laws.	
11.	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		By Direct Recruitment/Deputation/Contract Promotion :- Not Applicable	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion / deputation absorption to be made.		Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service as Section Officer(Accounts) in the scale of pay of Rs.9300-34800 + GP- Rs.4600/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and having the graduate degree.	
13.	Composition of Selection Committee for direct recruitment/internal promotion		Vice Chancellor	Chairman
			One nominee of the Chancellor	Member
			At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
			Registrar	Member



		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p> <p>iv) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically.</p>
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India as amended from time to time
16.	Remarks	<p>Note:- (i) Duties & Responsibilities as mentioned in the Schedule-III</p> <p>(ii) bent to the post may be transferred to any other section as per the exigency of situation.</p>



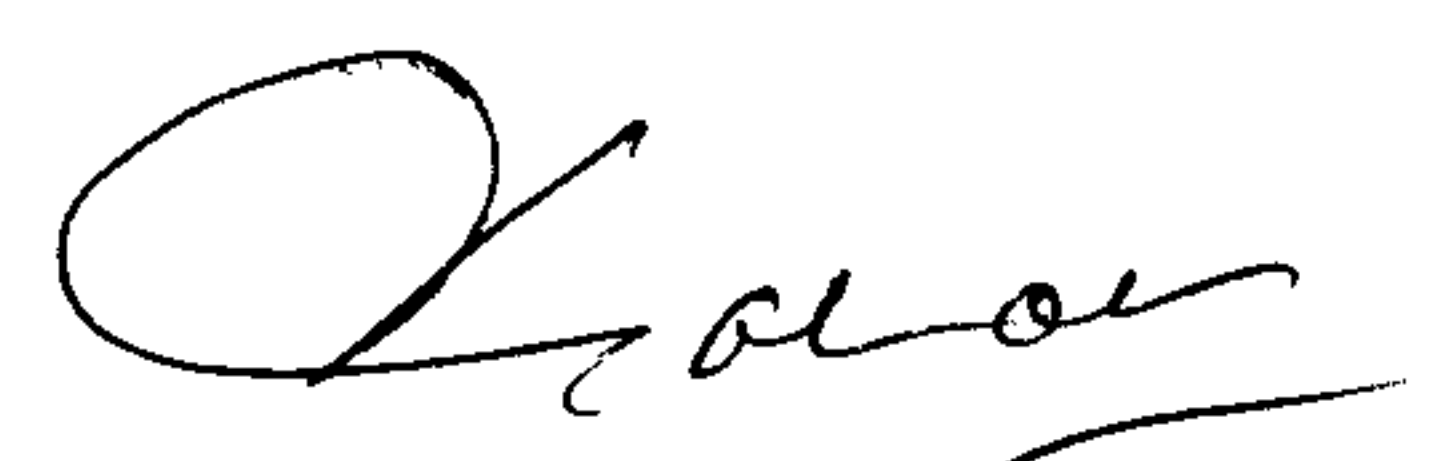
1.	Name of the Post		System Administrator (Computer Centre)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'A'	
4.	Scale of Pay (Revised)		PB-3 Rs.15600-39100 + GP-Rs.5400 or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>1. Ist Class MCA or Ist Class B.E/ Tech. in Computer Science/Engineering/Technology or Ist class M.Sc (Computer Science/Computer Software)</p> <p>Experience:-</p> <p>1. One year experience of teaching/Computing. 2. Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		<p>For Direct Recruits : To be governed under rule 24 (i) of bye-laws</p> <p>For Promotion : To be governed under rule 24 (ii) of bye-laws.</p>	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		<p>50% by direct and 50% by promotion (In case of single post, if the initial recruitment has already been made by direct recruitment then the subsequent vacancy shall be filled-up by promotion if eligible candidate is available in the feeder cadre. In other words, the ratio of 1:1 shall be followed between the direct recruitment and recruitment by promotion) The prescribed quota between internal promotion and direct recruitment shall be maintained w.e.f. 1.1.2013 as per the distribution given above.</p> <p>In case suitable candidates are not available in the feeder cadre, the Vidyapeetha may at its discretion fill-up the vacancy by deputation/Contract as per administrative requirements.</p>	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion / deputation absorption to be made.		<p>Promotion: 5 years continuous satisfactory service as Assistant Programmer in the grade of Rs.9300-34800 + GP- Rs.4600/- will be eligible for promotion as System Administrator subject to fulfilment of educational qualifications and other professional requirements mentioned at column 8 above.</p> <p>Deputation: Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Vice Chancellor	Chairman
			One nominee of the Chancellor	Member
			At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
			Registrar	Member



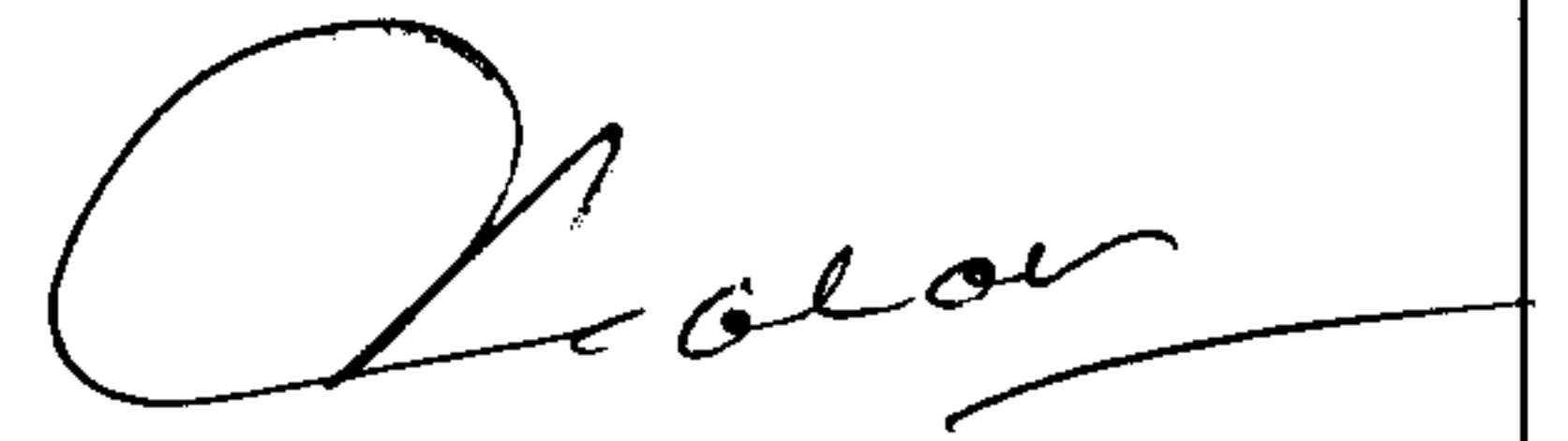
		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III. Note:-The incumbent to the post may be transferred to any other section as per the exigency of situation.

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1.	Name of the Post		MEDICAL OFFICER	
2.	Number of Post(s)	Sanctioned	1 (Part-Time)	
		In strength		
3.	Classification		Group 'A'	
4.	Scale of Pay (Revised)		*PB-3 Rs.15600-39100 + GP-Rs.5400 or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit		70 years	
8.	Eligibility for appointment of part-time Medical Officer		<p>Essential:</p> <p>Retired Medical Officer/Doctor/Physician from the Central/State/Autonomous bodies/Hospital/Recognized Hospital/Dispensaries</p> <p>OR</p> <p>Working Physician with ten years of experience in the Central/State/Autonomous bodies/Hospital/Recognized Hospital/Dispensaries</p> <p>OR.</p> <p>A registered practioner with at least 10 years practice with M.D. from a recognized Institute of India/foreign country</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees/ deputationnist		N.A.	
10.	Period of probation, if any		N.A.	
11.	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		To be outsourced on part-time basis. The services of any retired Medical Officer of CGHS or any Government Hospital below the age of 70 years may be hired. The appointing authority may enhance the maximum age limit up to 72 years at its discretion in the interest of the institution.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion / deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee for direct recruitment/internal promotion		Vice Chancellor	Chairman
			One nominee of the Chancellor	Member
			At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management.	Members
			Registrar	Member



		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	N.A.
15.	Age of Superannuation	As per the guidelines of the UGC.
16.	Remarks	<p>Note:- The basic pay @ Rs.10500/- at the entry level in the PB-3: Rs.15600-39100+ Grade Pay Rs.5400/- + DA,HRA,TA, DA on TA and the NPA @25% of the basic pay + DA thereon, as applicable for the part-time Medical Officer, shall be fixed/released to the Medical Officer(Part-Time) of the Vidyapeetha.</p>



1.	Name of the Post		Assistant Engineer (Civil)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'B'	
4.	Scale of Pay (Revised)		PB-2 Rs.9300-34800 + GP- Rs.4600/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		<p>Direct:</p> <p>Essential:-</p> <p>Degree in Civil Engineering from a recognised University with not less than 50% marks. or</p> <p>Three years Diploma in the Civil Engineering with not less than 60% marks with 7 years experience as Junior Engineer in maintenance works of building in any autonomous body/Govt. Department</p> <p>Desirable: Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		<p>Age:- N.A</p> <p>Qualifications:- As mentioned at column 12</p>	
10.	Period of probation, if any		<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws</p> <p>For Promotion : To be governed under rule 24 (ii) of the bye-laws</p>	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		50% by promotion and 50% by direct (In case of single post, if the initial recruitment has already been made by direct recruitment then the subsequent vacancy shall be filled-up by promotion if eligible candidate is available in the feeder cadre. In other words, the ratio of 1:1 shall be followed between the direct recruitment and recruitment by promotion) The prescribed quota between internal promotion and direct recruitment shall be maintained w.e.f. 1.1.2013 as per the distribution given above.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		<p>Promotion: 5 years continuous satisfactory service as Junior Engineer (Civil) in the grade of Rs.9300-34800 + GP- Rs.4200/- will be eligible for promotion as Assistant Engineering (Civil) subject to fulfilment of educational qualifications and other professional requirements mentioned at column 8 above.</p> <p>Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.</p> <p>For Deputation:</p> <p>Persons holding analogous posts on regular basis from Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.</p>	
13	Composition of Selection Committee/ Departmental Promotion Committee		Direct/ Deputation/ Contract	DPC
			Chairman	Registrar
		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.	One nominee of the Vice-Chancellor - Member

		Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor - Member
		NOTE:- i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time. iii) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically.		Any other member to be nominated by the Vice Chancellor depending upon the professional requirements- Member
				Deputy Registrar (Admn.) or Assistant Registrar(Admn.) shall be the - Member Secretary
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India		
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III		

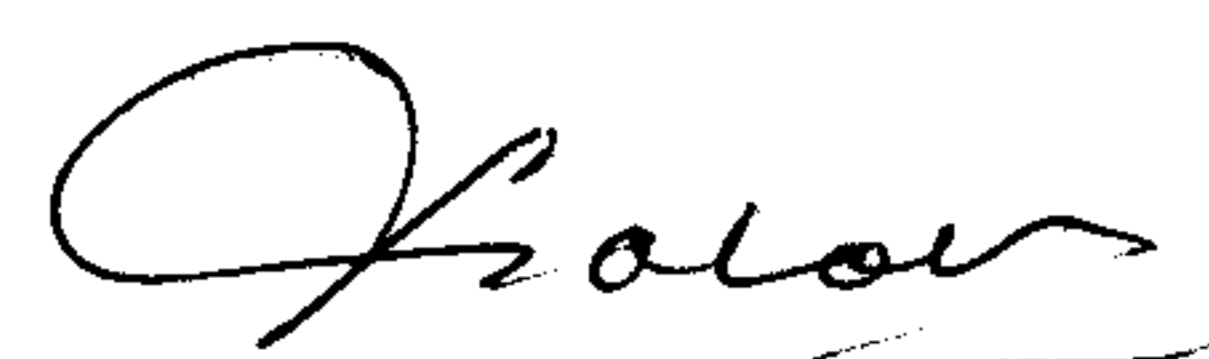
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1.	Name of the Post	SECTION OFFICER
2.	Number of Post(s)	Sanctioned In strength
		5
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	PB-2 Rs.9300-34800 + GP- Rs.4600/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment	<p>Direct/Contract</p> <p>Essential:</p> <p>i) Graduate in any discipline from a recognized university with at least 50% marks. ii) At least three years experience as Assistant OR eight years experience as 'UDC' or 'Assistant-UDC' or equivalent posts in the grade of Rs.9300-34800 + GP- Rs.4200/- , Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution/corporate/bank with annual turnover of Rs.500 crores. iii) Proficiency in computer operation, noting and drafting</p> <p>Desirable:</p> <p>i) Diploma in Computer Application from a recognized institute. ii) Experience of Accounts/ Establishment iii) Well conversant in Hindi/ English iv). Knowledge of Sanskrit</p> <p>Note:- The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay with the afore-mentioned pay scales of a government servant.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	NO
10.	Period of probation, if any	<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws.</p> <p>For Promotion : To be governed under rule 24 (ii) of the bye-laws.</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% By promotion failing which by direct recruitment/deputation 25% By direct recruitment/deputation/contract basis excluding Section Officer(Accounts)</p> <p>(The ratio of 3:1 shall be followed between the recruitment by promotion and the direct recruitment i.e. the 1st, the 2nd and the 3rd appointment shall be done by promotion and the 4th appointments shall be done by direct recruitment and shown on in order to comply with the prescribed ratio as mentioned above). The prescribed quota between direct recruitment and internal promotion shall be maintained w.e.f.1.1.2013 as per the distribution given above.</p>
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>*Promotion:- 6 years continuous satisfactory service as Assistant in the pay scale of Rs.9300-34800 + GP- Rs.4200/-</p> <p>* Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.</p>

		<p><u>For Deputation:</u></p> <p>i) Persons holding analogous posts on regular basis in the grade of Rs.9300-34800 + GP- Rs.4600/- <u>OR</u> five years of regular service as Assistant <u>OR</u> eight years of regular service as 'UDC' or/ 'Assistant-UDC' or equivalent posts in the grade of Rs.9300-34800 + GP- Rs.4200/-, Rs.5200-20200+Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing at least Graduate Degree</p> <p>ii) Proficiency in computer operation, noting and drafting</p>		
13	Composition of Selection Committee/ Departmental Promotion Committee		<u>Direct/ Deputation/ Contract</u>	<u>DPC</u>
		Chairman	Registrar	Registrar- Chairman
		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.	One nominee of the Vice-Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor - Member
		<p>NOTE:-</p> <p>i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p> <p>iii) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically.</p>		
			Deputy Registrar (Admn.) or Assistant Registrar(Admn.) shall be the - Member Secretary	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India		
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III		



Name of the Post		SECTION OFFICER(ACCOUNTS)
Number of Post(s)	Sanctioned	1
	In strength	
Classification		Group 'B'
Scale of Pay (Revised)		PB-2 : 9300-34800 + GP Rs.4600 or as per the guidelines of the UGC
Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
Whether Selection Post or Non-Selection Post.		Selection
Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
Educational & Other qualifications required for direct/contract recruitment		<p><u>Direct/Contract</u></p> <p><u>Essential:</u></p> <p><u>Qualifications:</u></p> <p>Graduate in Commerce with minimum 50% marks from a recognized university</p> <p style="text-align: center;">OR</p> <p>M.Com. or M.B.A. (Finance) with minimum 50% marks from a recognized university/Institute.</p> <p style="text-align: center;">OR</p> <p>C.A.(Inter)</p> <p><u>Experience:</u></p> <p>i) holding analogous post in the relevant field in the grade of Section Officer or equivalent in the grade of PB-2 : 9300-34800 + GP Rs.4600 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies</p> <p style="text-align: center;">or</p> <p>At least three years experience in accounts as Assistant OR eight years experience in accounts as 'UDC' or/'Assistant-UDC' or equivalent posts in the grade of Rs.9300-34800 + GP- Rs.4200/- , Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution/corporate/bank with annual turnover of Rs.500 crores.</p> <p>ii) Proficiency in computer operation, accounting software including tally etc., noting and drafting</p> <p><u>Desirable:</u></p> <p>i) Diploma in Computer Application from a recognized institute.</p> <p>ii) Well conversant in Hindi/ English</p> <p>iii) Knowledge of Sanskrit</p> <p>Note:- The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay with the afore-mentioned pay scales of a government servant.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A
10.	Period of probation, if any	<u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws.



11	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	*Deputation/Contract The mode of deputation shall be governed as per rule- 16 of the Bye-Laws. In case of non-availability of the candidates on deputation, possibilities may be explored to recruit on contract basis failing by direct recruitment Authority: UGC letter No.F.8-8/2008(CU-OBC) dated 21.03.2011.																			
12	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<u>For Deputation:</u> i) Persons holding analogous posts on regular basis in the grade of Rs.9300-34800 + GP- Rs.4600/- <u>OR</u> five years of regular service as Assistant in accounts <u>OR</u> eight years of regular service as 'UDC' or/ 'Assistant- UDC' in accounts or its equivalent posts, in the grade of Rs.9300-34800 + GP- Rs.4200/- , Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing at least Graduate Degree ii) Proficiency in computer operation, noting and drafting.																			
13	Composition of Selection Committee/ Departmental Promotion Committee	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 40%;"><u>Deputation/Contract/Direct</u></th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>Chairman</td> <td>Registrar</td> <td></td> </tr> <tr> <td>Member</td> <td>Finance Officer</td> <td></td> </tr> <tr> <td>Members</td> <td>Two outside experts in the relevant field to be nominated by the Vice Chancellor.</td> <td></td> </tr> <tr> <td>Member</td> <td>SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)</td> <td></td> </tr> <tr> <td colspan="3"> NOTE:- i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time. </td> </tr> </tbody> </table>			<u>Deputation/Contract/Direct</u>		Chairman	Registrar		Member	Finance Officer		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.		Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)		NOTE:- i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.		
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15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time																			
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III Note:-The incumbent to the post may be transferred to any other section as per the exigency of situation.																			



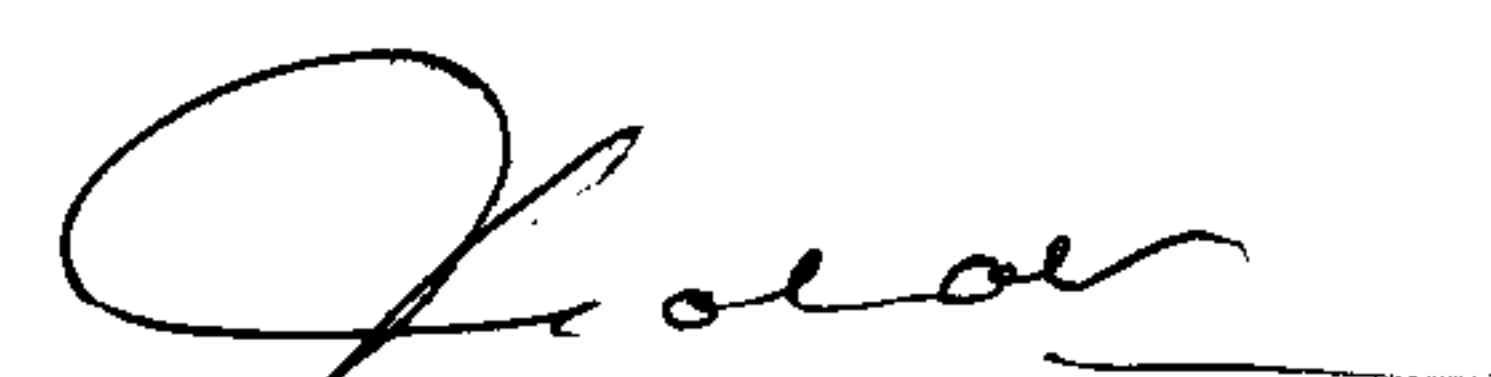
1.	Name of the Post	Research-cum-Statistical Officer	
2.	Number of Post(s)	Sanctioned In strength	1
3.	Classification	Group 'B'	
4.	Scale of Pay (Revised)	PB-2 Rs.9300-34800 + GP- Rs.4600/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	<p>Essential:</p> <p>i. M.Sc. in Statistics /Mathematics /Economics with high IInd class degree from a recognized university OR B.Sc Statistics/Mathematic with Master's degree in Computer Science.</p> <p>ii. Proficiency in Computers for preparation of data/statistical reports etc.</p> <p>iii.5 years experience in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or in the reputed private institution/corporate/bank with annual turnover of Rs.500 crores.</p> <p>iii) Proficiency in computer operation, noting and drafting</p> <p>Desirable:-</p> <p>i) Diploma in Computer Application from a Recognized University.</p> <p>ii) Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
10.	Period of probation, if any	For Direct Recruits : To be governed under rule 24 (i) of the bye-laws.	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>By Direct Recruitment</p> <p>The Vidyapeetha may at its discretion fill up the vacancy on Deputation/Contract as per the administrative requirements.</p>	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	Deputation: Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Registrar
		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)



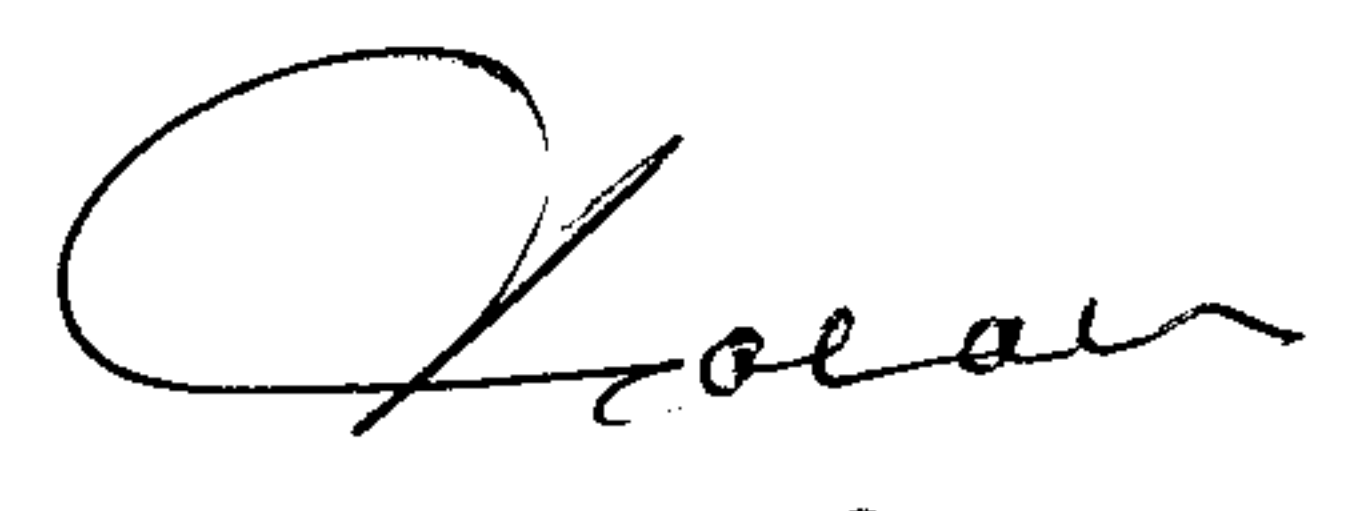
		NOTE:- i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III Note:-The incumbent to the post may be transferred to any other section as per the exigency of situation.

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1.	Name of the Post		Private Secretary
2.	Number of Post(s)	Sanctioned	3
		In strength	
3.	Classification		Group 'B'
4.	Scale of Pay (Revised)		PB-2- Rs.9300-34800 + GP Rs.4600/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment		<p>Direct:</p> <p><u>(a) Essential:</u></p> <p>i) Graduate from a recognized University ii) Minimum speed of 120/100 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting on computer or bilingual iii) Proficiency in computer operation, noting and drafting</p> <p style="text-align: center;">OR</p> <p><u>(b) Essential:</u></p> <p>i) Graduate from a recognized University. ii) At least three years experience in the secretarial/ministerial cadre posts (Personal Assistant/Stenographer/Assistant/UDC or equivalent posts in the pay scale of Rs.9300-34800 + GP Rs.4200/- : Rs.5200-20200 + Rs.2400/-) of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or the reputed private institution/corporate/bank with annual turnover of Rs.500 crores. iii) Minimum speed of 80 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting on computer or bilingual iv) Proficiency in computer operation, noting and drafting</p> <p><u>Desirable:-</u></p> <p>i) Post Graduate ii) Well conversant in Hindi and English iii) Diploma in Computer Application from a recognized institute iv) Knowledge of Sanskrit</p> <p>Note:-The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay/status with the afore-mentioned pay scales/status of a government servant.</p>
9.	Whether the qualification prescribed for direct recruitment will apply in case of promotees		Yes
10.	Period of probation, if any		<p><u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws</p> <p><u>For Promotion</u> : To be governed under rule 24 (ii) of the bye-laws</p>
11.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.		<p>75% By promotion failing which by direct recruitment/deputation 25% By direct recruitment/deputation/contract basis</p> <p>(The ratio of 3:1 shall be followed between the recruitment by promotion and the direct recruitment i.e. the 1st, the 2nd and the 3rd appointment shall be done by promotion and the 4th appointments shall be done by direct recruitment and shown, on in order to comply with the prescribed ratio as mentioned above). The prescribed quota between direct recruitment and internal promotion shall be maintained w.e.f.1.1.2013 as per the distribution given above.</p>

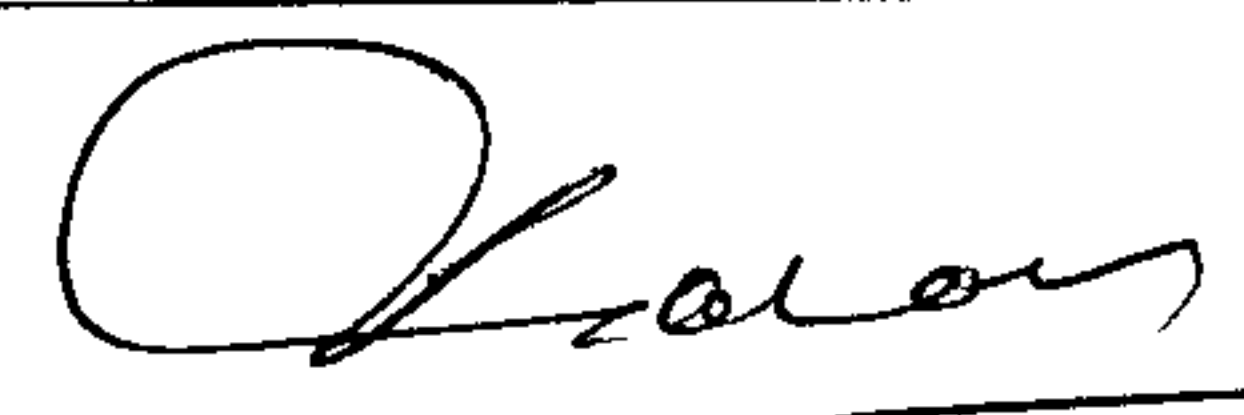


12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	<p>*Promotion: 6 Years continuous satisfactory service as Personal Assistant in the grade of Rs.9300-34800 + GP- Rs.4200/- will be eligible for promotion as Private Secretary subject to fulfilment of educational qualifications & professional requirements as mentioned at column -8(b) above.</p> <p>* Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.</p> <p>For Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as PA/Senior Stenographer in the scale of pay of Rs.9300-34800 + GP Rs.4200/- or 5 years regular service as Stenographer in the pay scale of Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8(b) above.</p>		
13.	Composition of Selection Committee/ Departmental Promotion Committee		<p>Direct/deputation/ contract</p> <p>Chairman Registrar</p> <p>Members Two outside experts in the relevant field to be nominated by the Vice Chancellor.</p> <p>Member SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)</p> <p>NOTE: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time. iii) The Vice-Chancellor shall be the chairman of the Selection Committee in case of selection of PS to VC iv) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically.</p>	<p>DPC</p> <p>Registrar - Chairman</p> <p>Nominee of the Vice Chancellor- Member</p> <p>SC/ST nominee to be nominated by the Vice-Chancellor - Member</p> <p>Any other member to be nominated by the Vice Chancellor depending upon the professional requirements- Member</p> <p>Dy. Registrar (Admn.) or Assistant Registrar(Admn.) shall be the -the Member Secretary</p>
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India		
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
16.	Remarks	<p>Duties & Responsibilities as mentioned in the Schedule-III</p> <p>Note:-The incumbent to the post may be assigned the duties of any other section as per the exigency of situation.</p>		

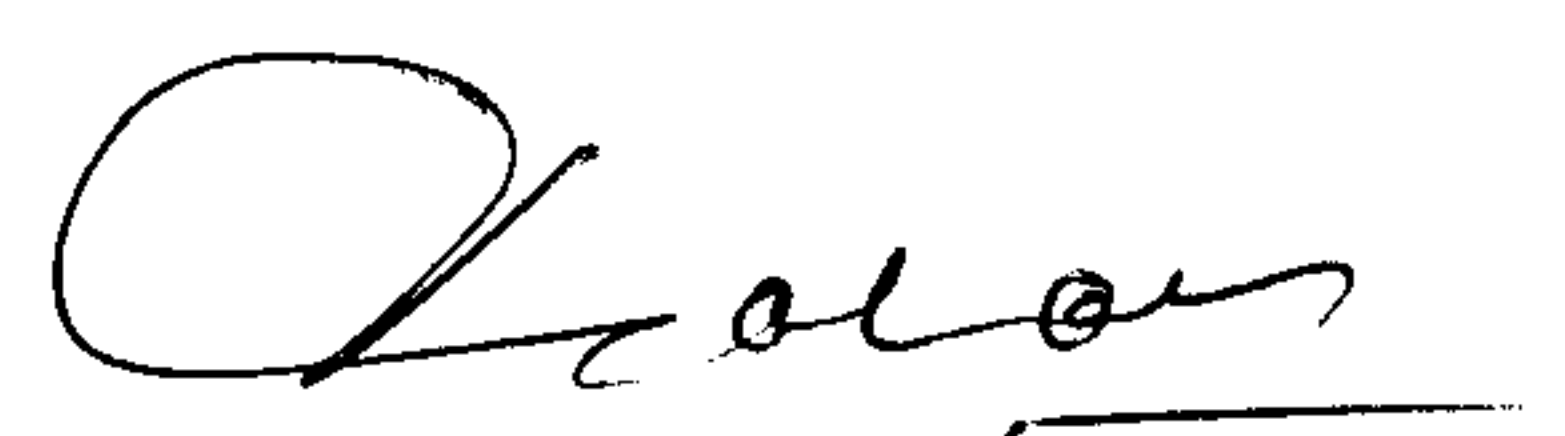


1.	Name of the Post	Assistant Programmer (Computer)	
2.	Number of Post(s)	Sanctioned	2
		In strength	
3.	Classification	Group 'B'	
4.	Scale of Pay (Revised)	PB-2- Rs.9300-34800 + GP Rs.4600 or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	Direct/Contract Essential : (i) Master's Degree in Computer Science /Applications or B.Tech (Computer Science Engineering) with 50% marks (ii) One year experience in teaching/programming/Networking or in the related field. Desirable: Knowledge of Sanskrit	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A	
10.	Period of probation, if any	For Direct Recruits : To be governed under rule 24 (i) of the bye-laws	
11.	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	By Direct Recruitment The Vidyapeetha may at its discretion fill up this post on Deputation/Contract as per the administrative requirements. (In case the number of posts is more than one, it may be filled up by Direct recruitment/Promotion as per the ratio and guidelines provided by the UGC/ Government of India or by the Board of Management from time to time)	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	Deputation: Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Registrar	Chairman
		Two outside experts in the relevant field to be nominated by the Vice Chancellor.	Members
		SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)	Member
		NOTE: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III Note:-The incumbent to the post may be transferred to any other section as per the exigency of situation.	

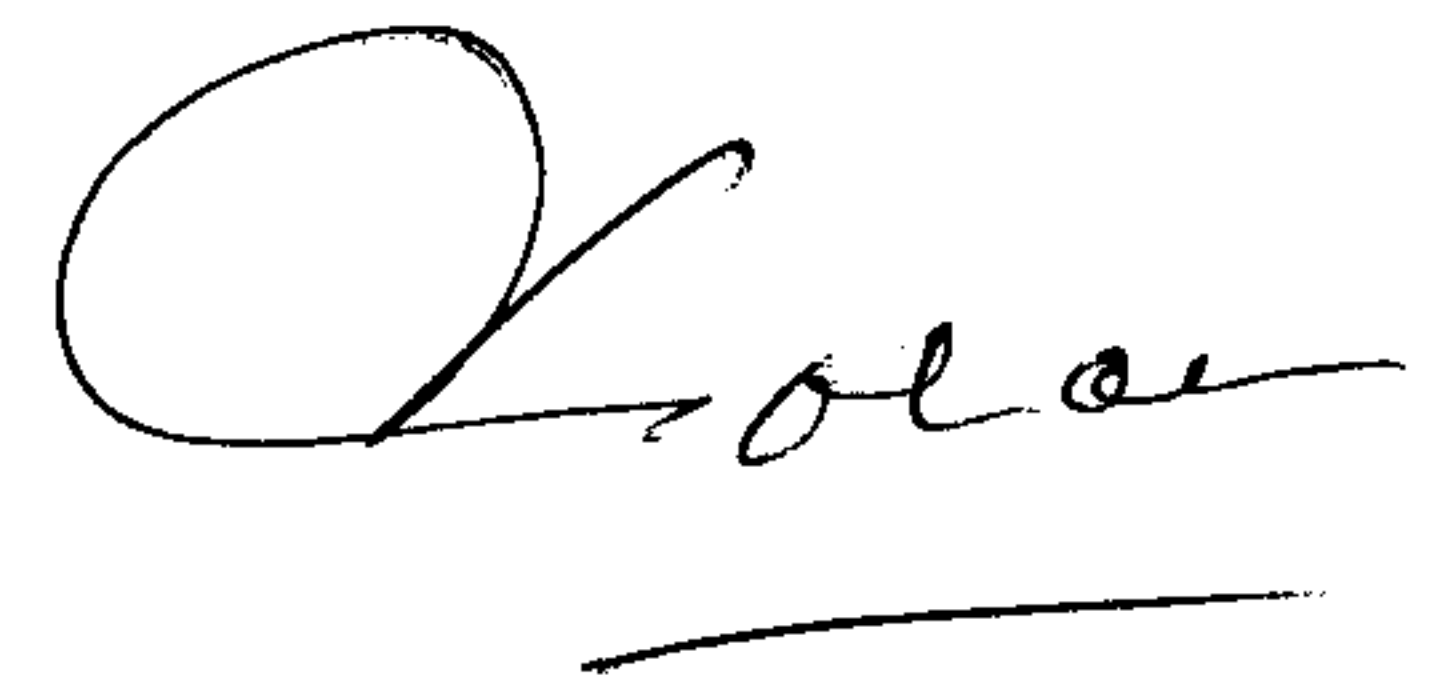
1.	Name of the Post		Research Assistant	
2.	Number of Post(s)	Sanctioned	2	
		In strength		
3.	Classification		Group 'B'	
4.	Scale of Pay (Revised)		PB-2- Rs.9300-34800 + GP Rs.4200/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i, ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>i) Good academic record with at least 60% of marks in the Acharya/ Post Graduate Degree in Sanskrit from an Indian university or an equivalent degree from any foreign university. ii) Experience of Proof Reading iii) Knowledge of Computer Application iv) Knowledge of Sanskrit, Hindi & English</p> <p>Desirable:</p> <p>i) Vidyavaridhi/ Ph.D. Degree ii) Proficiency in Epigraphy iii) Knowledge of textual criticism and Manuscriptology</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24 (i) of the bye-laws	
11.	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 The Vidyapeetha may at its discretion fill up certain vacancies on Deputation/Contract as per the administrative requirements.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Members	Two out-side experts in the relevant field to be nominated by the Vice-Chancellor .
			Member	Professor in-charge, Department of Research & Publication)
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
			NOTE:- i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III Note:-The incumbent to the post may be transferred to any other section as per the exigency of situation.	



1.	Name of the Post	Professional Assistant
2.	Number of Post(s)	Sanctioned In strength
		3
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	PB-2- Rs.9300-34800 + GP Rs.4200/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment	<p>Essential:</p> <p>Direct Recruitment / Contract:</p> <p>i) M. Lib. Science or AIS/ALIS with two years of experience as SPA in the grade of Rs.5200-20200 + GP- Rs.2800/- or B. Lib Information Science with three years experience as SPA in the grade Rs.5200-20200 + GP- Rs.2800/-.</p> <p>ii) Proficiency in computer operation, noting and drafting</p> <p>Desirable:</p> <p>Knowledge of Sanskrit, Hindi & English</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	Yes
10.	Period of probation, if any	<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws</p> <p>For Promotion : To be governed under rule 24 (i) of the bye-laws</p>
11.	Method of recruitment Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% - by promotion failing which by direct recruitment</p> <p>25% - direct recruitment</p> <p>(The ratio of 3:1 shall be followed between the recruitment by promotion and direct recruitment i.e. the 1st, the 2nd, the 3rd appointment shall be done by promotion and 4th appointment shall be made by direct recruitment and shown on, in order to comply with the prescribed ratio as mentioned above). The prescribed quota between internal promotions and direct recruitment shall be maintained w.e.f.1.1.2013 as per the distribution given above.</p> <p>The Vidyapeetha may at its discretion fill up certain vacancies on Deputation/Contract as per the administrative requirements.</p>
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>Promotion:</p> <p>i) 5 years continuous satisfactory service as Semi Professional Assistant in the grade of Rs.5200-20200 + GP- Rs.2800/- and fulfilling the educational and other qualifications prescribed for direct recruitment will be eligible for promotion as Professional Assistant.</p> <p>Deputation:- Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.</p>

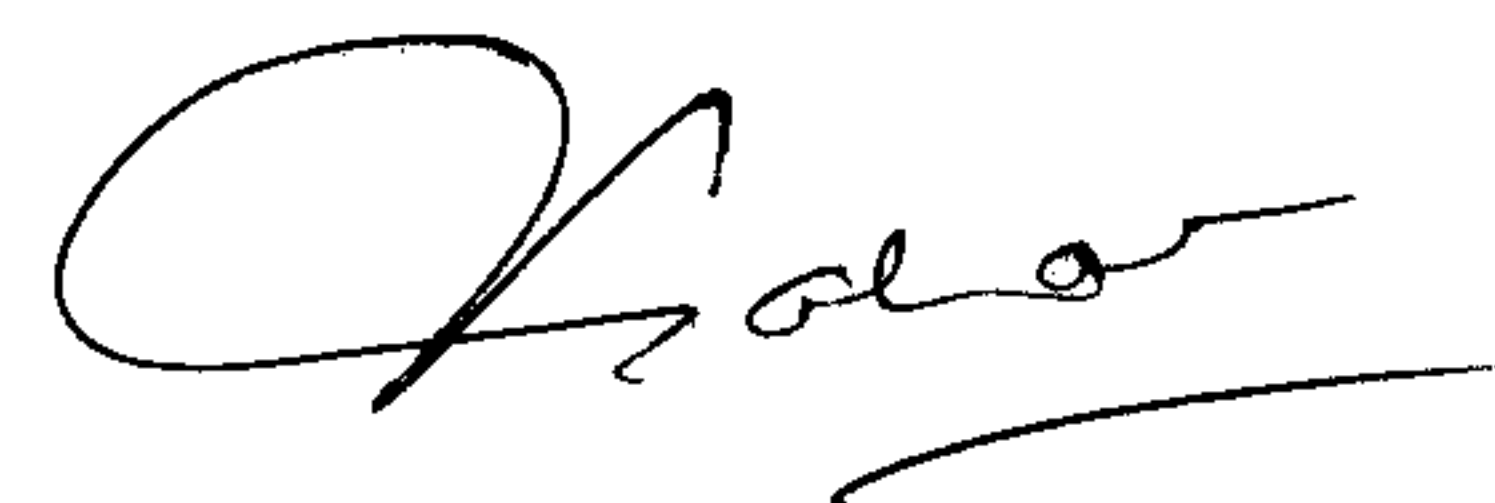


13.	Composition of Selection Committee/ Departmental Promotion Committee		Direct/Deputation	DPC
		Chairman	Registrar	Registrar- Chairman
		Member	Librarian/Professor-In-Charge(Library), Library(Incharge) if Professor-Incharge is not available	Librarian/Professor-In-charge(Library), if available- Member
		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.	Nominee of the Vice-Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor - Member
		Note: i) The quorum should be of three out of which at least one outside expert must be present.. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements- Member	
				Deputy Registrar (Admn.) or Assistant Registrar(Admn.) shall be the - Member Secretary
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India		
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III Note: (i) The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws. (ii) The incumbent to the post may be transferred to any other section as per the exigency of situation.		



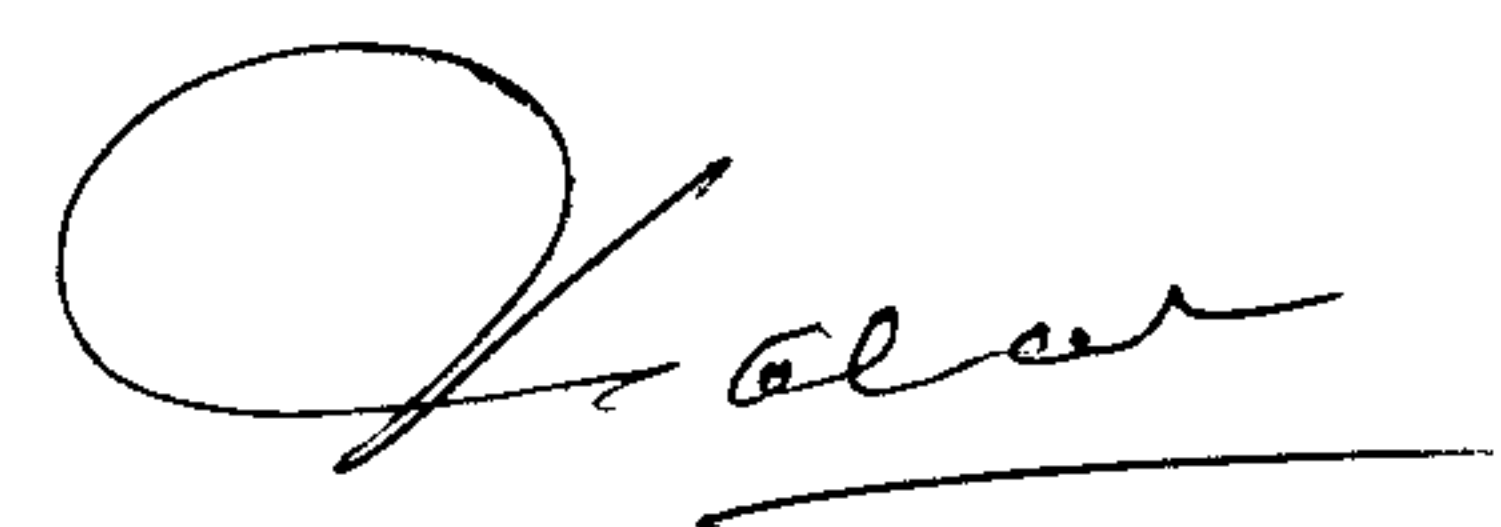
1.	Name of the Post		ASSISTANT
2.	Number of Post(s)	Sanctioned	9
		In strength	
3.	Classification		Group 'B'
4.	Scale of Pay (Revised)		PB-2- Rs.9300-34800 + Rs.4200/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment		<p>Essential :</p> <p>i) Graduate from a recognized University ii) At least two years experience as UDC or equivalent in the grade of Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Private Institutions/ Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position in the reputed private institution/corporate/bank with annual turnover of Rs.500 crores. iii) Typing speed of 30 w.p.m. in English or 25 wpm. in Hindi or bilingual on computer. iv) Proficiency in computer operation, noting and drafting Desirable: Knowledge of Sanskrit</p> <p>Note:-The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay/status with the afore-mentioned status/pay scales of a government servant</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		As per column 12
10.	Period of probation, if any		<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws For Promotion : To be governed under rule 24 (ii) of the bye-laws</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		<p>50% By promotion failing which by direct recruitment 50% By direct recruitment/deputation basis.</p> <p>(The ratio of 1:1 shall be followed between the recruitment by promotion and the direct recruitment i.e. the 1st appointment shall be done by promotion and the 2nd appointment shall be done by direct recruitment and shown on, in order to comply with the prescribed ratio as mentioned above). The prescribed quota between the internal promotion and the direct recruitment shall be maintained w.e.f.1.1.2013 as per the distribution given above</p>
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		<p>*Promotion:</p> <p>i) 6 years continuous satisfactory service as UDC in the grade of Rs.5200-20200 + Rs.2400/- . ii) Typing speed of 30 w.p.m. in English or 25 wpm. in Hindi on computer(Refer rule 20(iv) of the bye-laws) iii) Proficiency in computer operation, noting and drafting</p> <p>* Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.</p> <p>Deputation:</p> <p>Persons holding analogous posts in the grade of Rs.9300-34800 + Rs.4200/- on regular basis or with 5 years regular service in the grade of Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.</p>

13.	Composition of Selection Committee/ Departmental Promotion Committee		Direct/ Deputation	<u>DPC</u>
		Chairman	Registrar	Registrar- Chairman
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor.	Nominee of VC - Member
		Members	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor - Member
			Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be indicated as per the directives of the MHRD/UGC issued from time to time. iii) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member
			Deputy Registrar (Admn.) or Assistant Registrar(Admn.) shall be the - Member Secretary	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India		
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III		

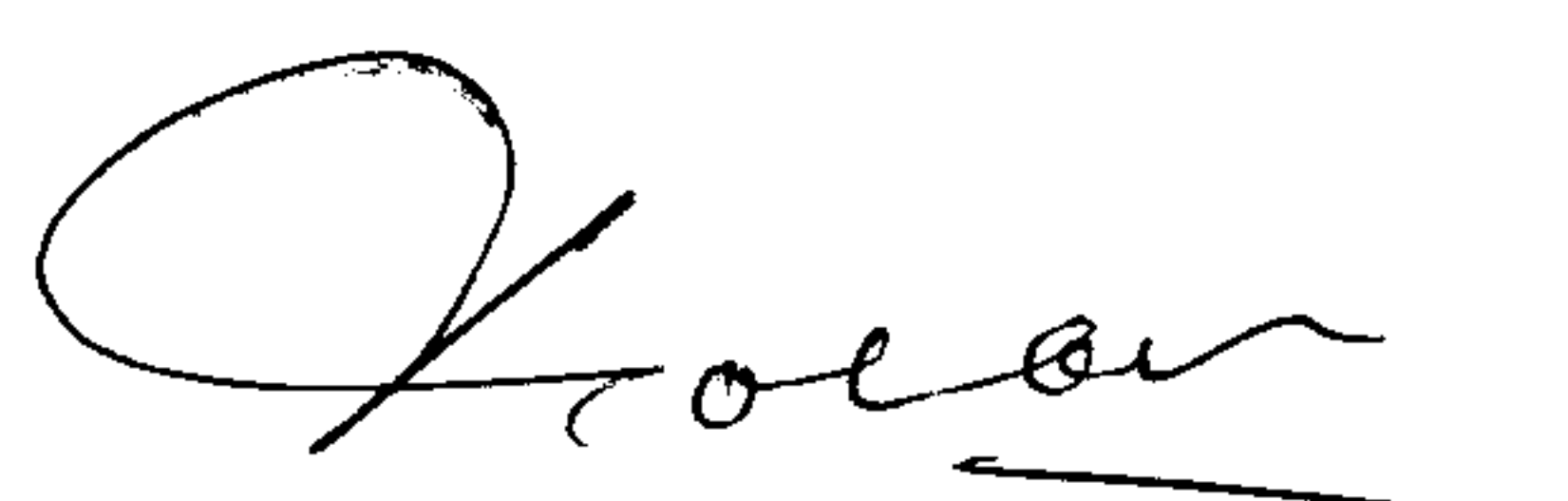


1.	Name of the Post	Personal Assistant
2.	Number of Post(s)	Sanctioned In strength
		2
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	PB-2- Rs.9300-34800 + Rs.4200/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment	<p>Direct//Contract:-</p> <p><u>(a) Essential:</u></p> <p>i) Graduate from a recognized University ii) At least with a speed of 100 w.p.m. in English/Hindi Shorthand and 40 w.p.m. in English/ Hindi Typewriting on computer or bilingual. iii) Proficiency in computer operation, noting and drafting</p> <p style="text-align: center;">OR</p> <p><u>(b) Essential:</u></p> <p>i) Graduate from a recognized University ii) At least with a speed of 80 w.p.m. in English/Hindi Shorthand and 40/30 w.p.m. in English/ Hindi Typewriting on computer or bilingual iii) At least two year experience as Stenographer/UDC or equivalent posts in the grade of Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position(s) in the reputed private institution/corporate/bank with annual turnover of Rs.500 crores. iii) Proficiency in computer operation, noting and drafting</p> <p>Desirable:</p> <p>Well conversant in Hindi and English. Knowledge of Sanskrit Note:-The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay/status with the afore-mentioned status/pay scales of a government servant.</p>
9.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees	Age:- N. A. Qualifications: As per column 8
10.	Period of probation, if any	<u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws <u>For Promotion</u> : To be governed under rule 24 (ii) of the bye-laws
11.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% By direct recruitment/deputation/contract basis 50% By promotion failing which by direct recruitment (The ratio of 1:1 shall be followed between the direct recruitment and recruitment by promotion i.e. the 1st appointment shall be done by direct recruitment and the 2nd appointment shall be done by promotion and shown on, in order to comply with the prescribed ratio as mentioned above). The prescribed quota between direct recruitment and internal promotion shall be maintained w.e.f.1.1.2013 as per the distribution given above
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	*Promotion:- 6 Years continuous satisfactory service as Stenographer in the grade of Rs.5200-20200 + Rs.2400/- will be eligible for promotion as Personal Assistant subject to fulfilment of educational qualifications & professional requirements as mentioned at column -8(b) above. * Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.

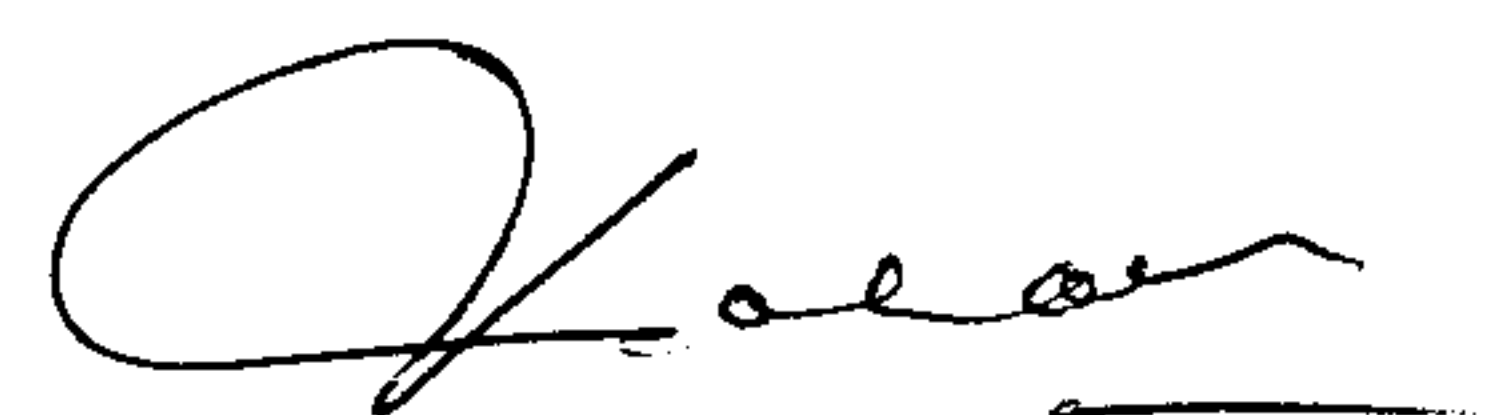
		Deputation: Persons holding analogous posts on regular basis or with 5 regular service as Stenographer in the grade of Rs.5200-20200 + Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 (b) above.		
13	Composition of Selection Committee/ Departmental Promotion Committee		Direct/ Deputation	DPC
		Chairman	Registrar	Registrar- Chairman
		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.	Nominee of the Vice-Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor - Member
			Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time. iii) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements- Member
			Dy. Registrar(Admn.) or Assistant Registrar(Admn.) shall be the - Member Secretary	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India		
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India amended from time to time		
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III		



1.	Name of the Post		JUNIOR ENGINEER(CIVIL)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'B'	
4.	Scale of Pay (Revised)		PB-2- Rs.9300-34800 + Rs.4200 or as per the guidelines of the UGC	
5.	(Whether benefit of added years of service admissible under Rule 30 of the Central Services Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		Essential: Direct / Contract: i). Diploma in Civil Engineering with 60% marks ii). Three years experience in maintenance and construction of building works in any Autonomous Body/Govt. Department. iii). Knowledge of Sanskrit	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under Rule 24 (i) of the bye-laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment/Deputation/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		Deputation: Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.
			Member	Executive Engineer of the Vidyapeetha
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
			Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	



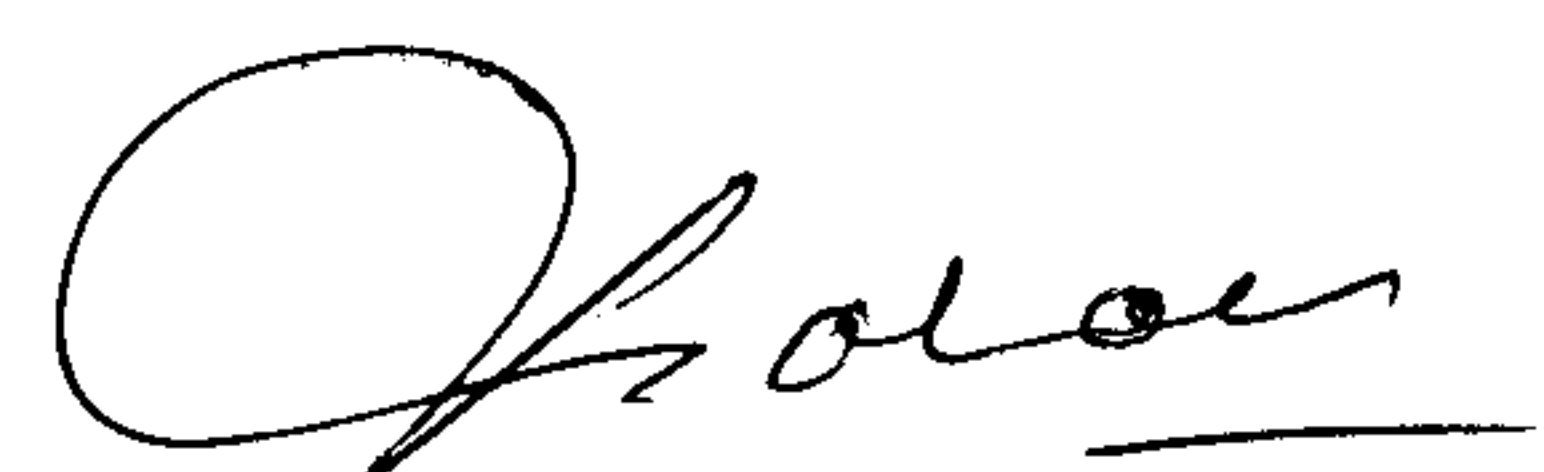
1.	Name of the Post	JUNIOR ENGINEER(ELECTRICAL)	
2.	Number of Post(s)	Sanctioned	1
		In strength	
3.	Classification	Group 'B'	
4.	Scale of Pay (Revised)	PB-2- Rs. 9300-34800 + GP Rs.4200/- or as per the guidelines of the UGC	
5.	(Whether benefit of added years of service admissible under Rule 30 of the Central Services Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	<p>Essential: Direct / Contract: 1. Diploma in Electrical Engineering with 60% marks 2. Three years experience in maintenance of electrical equipment and operation of HT Sub Station, Pump Houses, Tube wells, D.G. Sets, fire pump etc. of the buildings of any Autonomous Body/Govt. Department/University/Reputed Institution. Desirable: Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
10.	Period of probation, if any	For Direct Recruits : To be governed under Rule 24 (i) of the bye-laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment/Deputation/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	Deputation: Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Registrar
		Member	Executive Engineer
		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
		Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post		Semi Professional Assistant
2.	Number of Post(s)	Sanctioned	3
		In strength	
3.	Classification		Group 'C'
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + GP- Rs.2800/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		30 Years (Relaxation in age as per rule -25 (i, & iii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment		<p><u>Essential</u></p> <p>i) B.Lib. Information Science ii) Proficiency in computer operation, noting and drafting</p> <p><u>Desirable:</u></p> <p>i) M.Lib.Inf.Sc. or AIS/ALIS ii) PG Diploma in Library Automation and Networking or PGDCA</p> <p>ii) Knowledge of Sanskrit, Hindi and English.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		Yes
10.	Period of probation, if any		<p><u>For Direct Recruits</u> : To be governed under Rule 24 (i) of the Bye-Laws.</p> <p><u>For Promotion</u> : To be governed under Rule 24 (ii) of the Bye-Laws</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		<p>50% by Direct Recruitment/Contract 50% by Promotion failing which by direct recruitment/deputation/contract (The ratio of 1:1 shall be followed between the direct recruitment and recruitment by promotion i.e. the 1st appointment shall be done by direct recruitment and the 2nd appointment shall be done by promotion and shown on, in order to comply with the prescribed ratio as mentioned above). The prescribed quota between direct recruitment and internal promotion shall be maintained w.e.f.1.1.2013 as per the distribution given above.</p>
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		<p>*Promotion:</p> <p>i) 5 Years continuous satisfactory service as Library Assistant in the grade of Rs.5200-20200 + GP-Rs.2000 will be eligible for promotion as Semi Professional Assistant subject to fulfilment of educational qualifications & professional requirements mentioned at column 8</p> <p>ii) Adequate knowledge of computer application for which a separate test shall be conducted.</p> <p>* Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.</p>



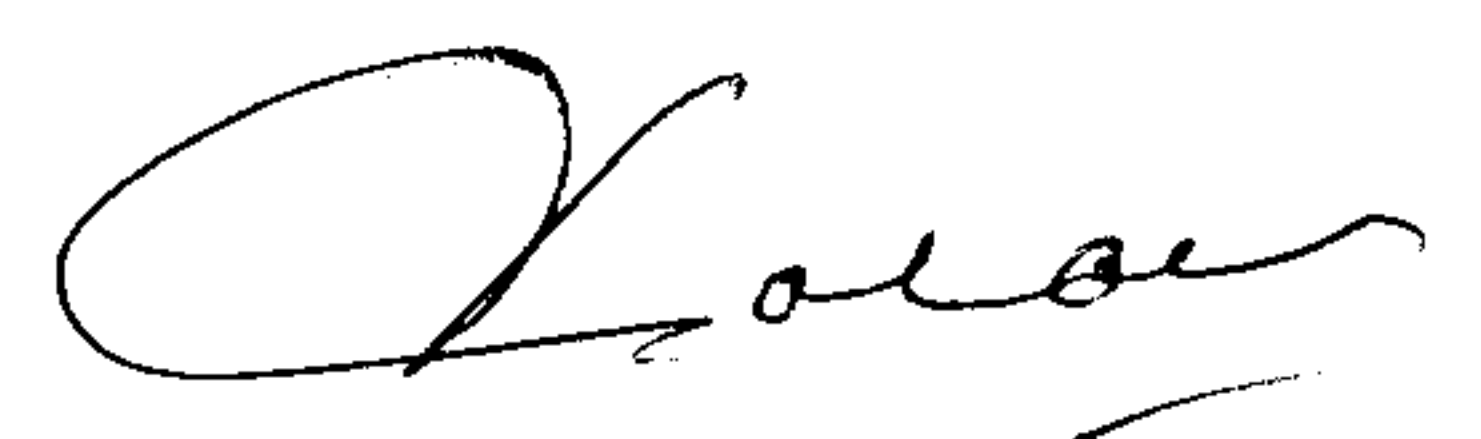
13.	Composition of Departmental Promotion Committee/Selection Committee		DIRECT:	DPC	
		Chairman	Registrar	Chairman	Registrar
		Member	Librarian/Professor-In-charge, if available	Member	Librarian/Professor-In-charge, if available
		Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor.	Member	One Nominee of the Vice-Chancellor.
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)	Member	SC/ST nominee to be nominated by the Vice-Chancellor
				Member	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements-Member
				Member Secretary	Dy. Registrar (Admn.)
		<p>Note: i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.</p>			
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India			
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time			
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III			



1.	Name of the Post		Technical Assistant (Lab.)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'C'	
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + GP- Rs.2800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for recruitment		<p>Direct/ Contract:</p> <p>Essential:</p> <p>i) Shiksha Shastri/Bachelor's Degree in Education from a recognized University.</p> <p>ii) Three years experience of Laboratory works in the Department of Education of any Central/State Government Organization/Universities or any other organization of repute.</p> <p>iii) Knowledge of computer</p> <p>Desirable:</p> <p>i) Knowledge and experience of handling equipment like tape-recorder, cassette record players, film projector etc. and repairing of electronics equipments etc.</p>	
	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24 (i) of the bye-laws.	
11.	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		By Direct recruitment/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Members	Two outsider experts in the relevant field to be nominated by the Vice Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
				Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	



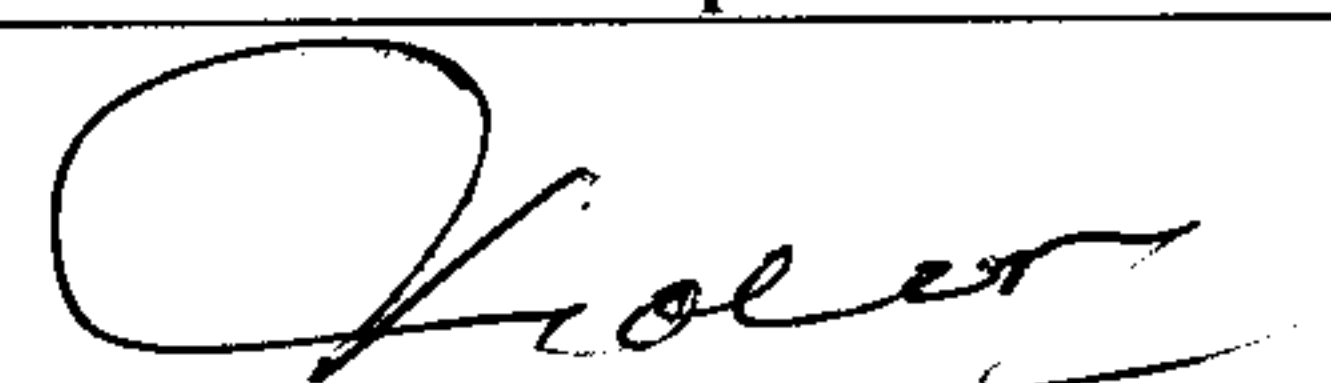
1.	Name of the Post		Technical Assistant(Computer)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'C'	
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 GP -Rs.2800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		30 years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for recruitment		<p>Direct/ Contract:</p> <p>Bachelor's or Masters' Degree in Computer Science /Computer Engineering/ Computer Application/ Information Technology from a recognized University /Institute</p> <p>Desirable: 1.Preferably two years experience of maintenance and operation of audio-visual instruments/ computers in Computer Lab/ET Lab of recognized university/institute. 2. Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under Rule24 (i) of the bye-laws	
11.	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		By Direct recruitment/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Members	Two outsider experts in the relevant field to be nominated by the Vice Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
				Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post		Proof Reader	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'C'	
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + GP- Rs.2800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for recruitment		<u>Direct Recruitment/ Contract</u> <u>Essential:</u> i) Acharya/ Post Graduate Degree in Sanskrit from a Recognized University. ii) Knowledge of Computer Applications and typography. iii) At least three years experience of proof reading in the publication department of Central Government/Autonomous Body/Publishing House of repute.	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		<u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws	
11.	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/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
			Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	



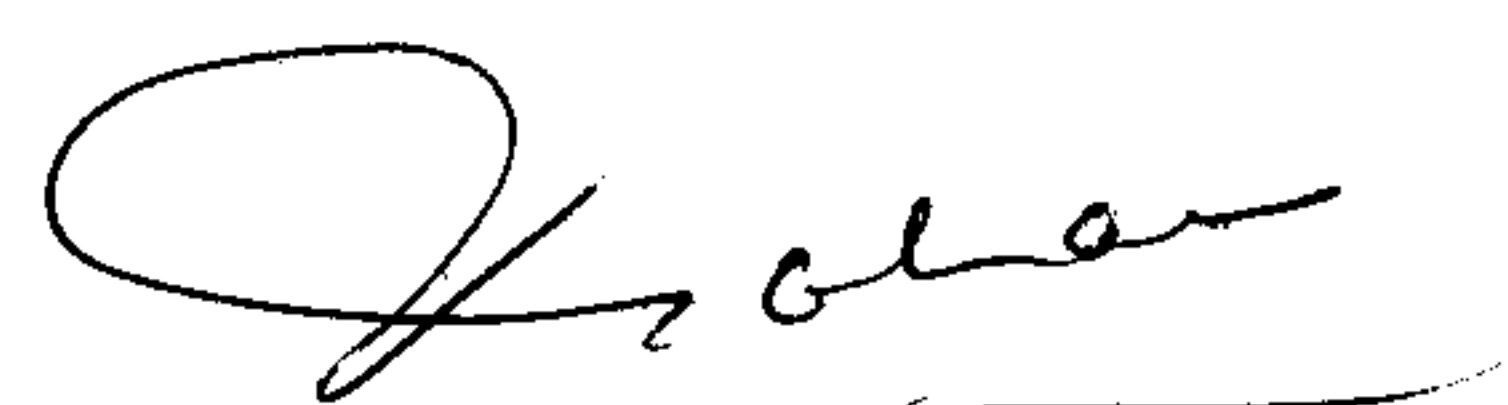
1.	Name of the Post	Upper Division Clerk
2.	Number of Post(s)	Sanctioned In strength
		11
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	PB-1- Rs.5200-20200 + Rs.2400/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment	<p>Direct/Contract Essential:</p> <p>i) Graduate from a recognized University ii) At least two years experience as LDC in the grade of Rs.5200-20200 + Rs.1900/- or equivalent posts of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution/corporate/bank with annual turnover of Rs.500 crores. iii) Typing speed of 30 w.p.m. in English or 25 wpm. in Hindi or bilingual on computer iv) Proficiency in computer operation, noting and drafting Desirable: Knowledge of Sanskrit</p> <p>Note:-The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay/status with the afore-mentioned status/pay scales of a government servant.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	As per column 12
10.	Period of probation, if any	<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws</p> <p>For Promotion : To be governed under rule 24 (ii) of the bye-laws</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% By promotion failing which by direct recruitment 25% By direct recruitment/deputation/contract basis (The ratio of 3:1 shall be followed between the recruitment by promotion and the direct recruitment i.e. the 1st, the 2nd and the 3rd appointment shall be done by promotion and the 4th appointment shall be done by direct recruitment and shown on, in order to comply with the prescribed ratio as mentioned above). The prescribed quota between direct recruitment and internal promotion shall be maintained w.e.f.1.1.2013 as per the distribution given above</p>
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p>*Promotion:</p> <p>i) Eight years of continuous satisfactory service as LDC in the grade of Rs.5200-20200 + Rs.1900/- . ii) Typewriting speed of 30/25 w.p.m. in English /Hindi respectively on computer (Refer rule 20(iv) of the preamble) iii) Proficient in computer operation, noting and drafting</p> <p>*Note:(i)The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws. (ii) In case no eligible candidate is available in the feeder channel for promotion on the post, the Vice-Chancellor may at his discretion fill-up the vacant posts by direct recruitment/deputation/contract or relax the experience at par with the experience prescribed for direct recruitment by conducting a departmental test followed by the observance of other laid down procedures for internal promotions.</p>



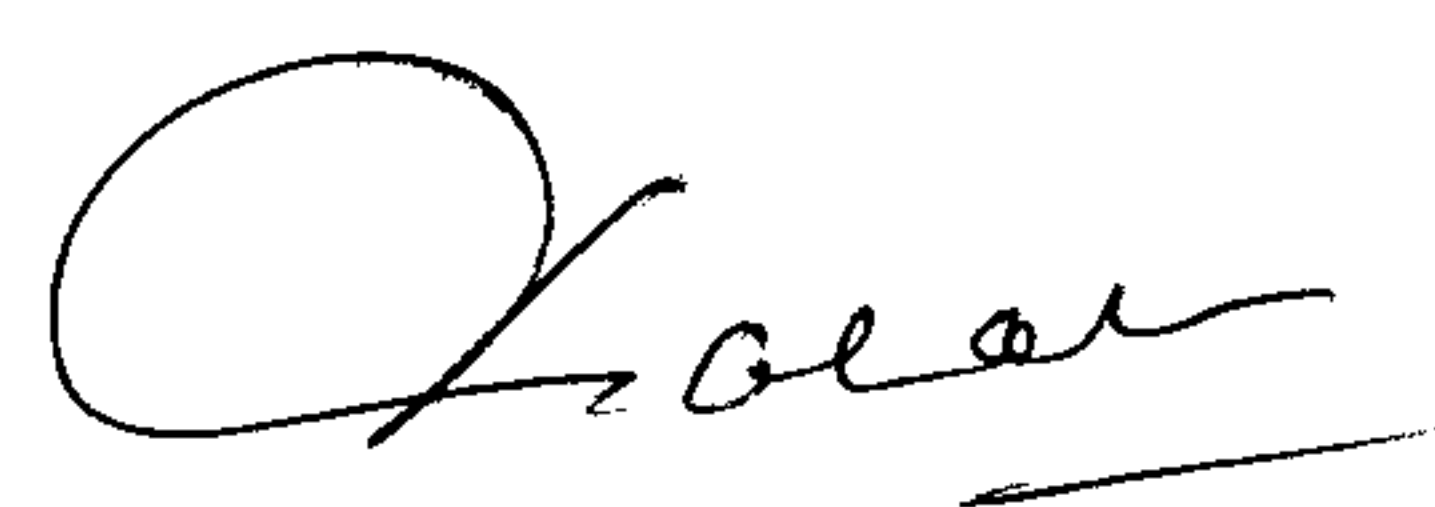
		Deputation: Persons holding analogous posts on regular basis or with 5 years regular service as LDC in the grade of Rs.5200-20200 + Rs.1900/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.		
13.	Composition of Selection Committee/ Departmental Promotion Committee		Direct/Deputation	DPC
		Chairman	Registrar	Registrar -Chairman
		Members	Two external experts to be nominated by the Vice Chancellor	Nominee of Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor - Member
		--	Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of MHRD/UGC issued from time to time. iii) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements- Member
			Dy. Registrar (Admn.) or Assistant Registrar(Admn.) shall be the - Member Secretary	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India		
15.	Age of Superannuation	60 years or as per the directive of the UGC/ Govt. of India as amended from time to time		
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III		



1.	Name of the Post		Stenographer	
2.	Number of Post(s)	Sanctioned	3	
		In strength		
3.	Classification		Group 'C'	
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + Rs.2400/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		30 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		Direct/contract: Essential: i) Graduate from a recognized University ii) Candidate must have the speed of 80 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting on computer. iii) Proficiency in computer operation, noting and drafting Desirable: Knowledge of Sanskrit	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24 (i) of the bye-laws.	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment/ Deputation/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		Deputation: Persons holding analogous posts or Lower Division Clerk on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous and fulfilling the educational qualifications and other professional requirements as prescribed at column 8 above.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Member	Two out-side experts in the relevant field to be nominated by the Vice Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time. iii) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically		
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post		Electrician	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'C'	
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + GP Rs.2400/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		Direct/Contract: Essential: i) ITI Certificate in the electrician trade with 3 years experience and certificate of Competency Class II or ii) 10 years experience in electrical work with certificate of competency class-II Desirable: Knowledge of Sanskrit	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24 (i) of the bye-laws	
11.	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/ Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Members	Two out-side experts in the relevant field to be nominated by the Vice Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
			Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	

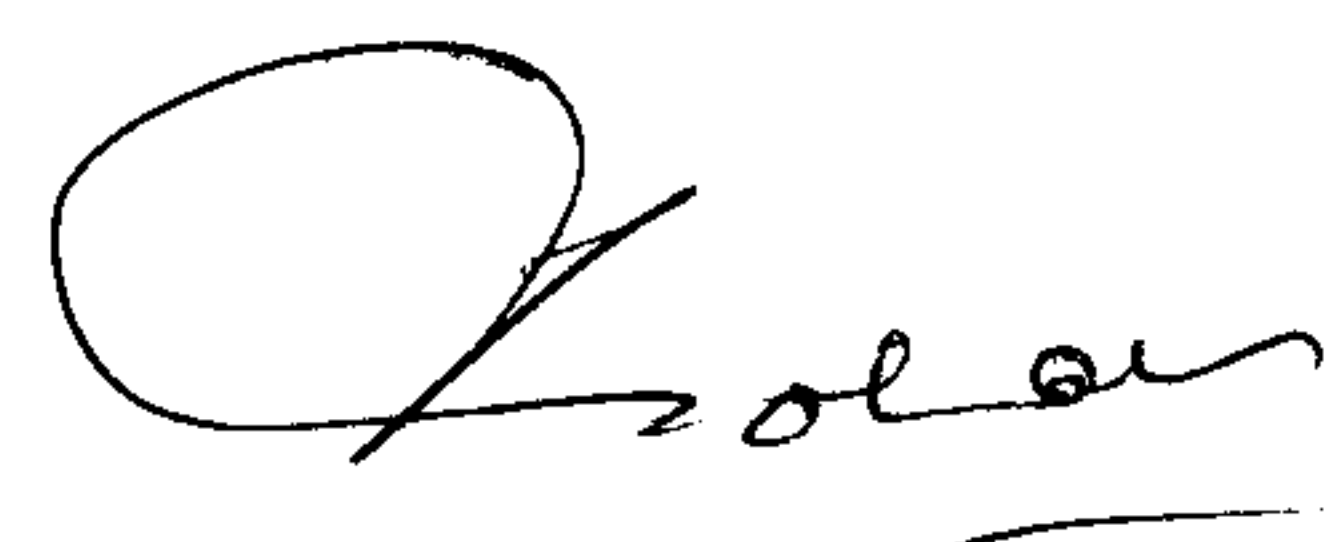


1.	Name of the Post		Library Assistant
2.	Number of Post(s)	Sanctioned	2
		In strength	
3.	Classification		Group 'C'
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + GP Rs.2000/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per clause -25 (i, ii, iii) of the preamble)
8.	Educational & Other qualifications required for direct recruitment		<p>Direct:</p> <p>Essential:</p> <p>i) Bachelor's Degree in Library and Information Science.(B.Lib)</p> <p>ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or bilingual on computer</p> <p>iii) At least five years experience as a Library Attendant or one year experience as a Library Assistant in any Library.</p> <p>iv) Proficiency in computer operation, noting and drafting</p> <p>Desirable:</p> <p>i) M.Lib.</p> <p>ii) Data entry operation or experience of working in a computerized library.</p> <p>iii) Knowledge of Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		Yes
10.	Period of probation, if any		<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws</p> <p>For Promotion : To be governed under rule 24 (ii) of the bye-laws</p>
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		<p>50% By Direct Recruitment/Contract</p> <p>50% By Promotion - In case no suitable person is available for promotion the vacancy will be filled in by direct recruitment/ contract</p> <p>(The ratio of 1:1 shall be followed between the direct recruitment and recruitment by promotion i.e. the 1st appointment shall be done by direct recruitment and the 2nd appointment shall be done by promotion and shown on, in order to comply with the prescribed ratio as mentioned above). The prescribed quota between direct recruitment and internal promotion shall be maintained w.e.f.1.1.2013 as per the distribution given above</p>
12.	In case of recruitments by promotion/deputation/ absorption, grades from which post/promotion/deputation absorption to be made.		<p>*Promotion:</p> <p>At least 8 years of continuous satisfactory service as Library Attendant in the grade of Rs.5200-20200 + GP Rs.1800/- will be eligible for promotion as Library Assistant subject to fulfilment of educational qualifications and other professional requirements as mentioned at Col.8 above.</p> <p>* Note: The case relating to the ad-hoc promotion shall be considered as per Rule-21 of the Bye-Laws.</p>

13.	Composition of Selection Committee/ Departmental Promotion Committee		<u>Direct:</u>	<u>DPC</u>	
		Chairman	Registrar	Registrar	Chairman
		Member	Librarian/ Professor-In-charge, if available	Nominee of the Vice-Chancellor	Member
		Members	Two external experts in the relevant field to be nominated by the Vice Chancellor	SC/ST nominee to be nominated by the Vice-Chancellor	Member
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)	Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements	Member
			Dy. Registrar (Admn.) or Assistant Registrar (Admn.) shall be the	Member Secretary	
		<p>Note: i) The quorum should be of three out of which at least one outside expert must be present..</p> <p>ii) Any other members to be included as per the directives of the MHRD/ UGC issued from time to time.</p>			
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India			
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time			
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III			



1.	Name of the Post		Lower Division Clerk		
2.	Number of Post(s)	Sanctioned	14		
		In strength			
3.	Classification		Group 'C'		
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + Rs.1900/- or as per the guidelines of the UGC		
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO		
6.	Whether Selection Post or Non-Selection Post.		Selection		
7.	Age limit for direct recruitment		30 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)		
8.	Educational & Other qualifications required for direct recruitment		<p>Direct: Essential: i) Graduate from a recognized University ii) At least 30 w.p.m. speed in English or 25 w.p.m. in Hindi Typewriting or bilingual on computer iii) Proficiency in computer operation, noting and drafting Desirable: i) Diploma in Computer Application from a recognized Institution, ii. Knowledge of Sanskrit</p>		
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		Yes as mentioned at column 8		
10.	Period of probation, if any		<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws For Promotion : To be governed under rule 24 (ii) of the bye-laws</p>		
11.	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		90% by direct recruitment/Contract 10% of the total vacancies by promotion from the existing MTS & isolated cadre posts such as Cook, Driver, Library Attendant and any other technical service staff.		
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.		8 years continuous satisfactory service as Cook, Driver, Library Attendant, MTS or any other technical post in the grade of Rs.5200-20200 + Rs.1800/- & above having the requisite qualification and other prescribed requirements of the post mentioned at column 8 could be considered for promotion.		
13.	Composition of Selection Committee/ Departmental Promotion Committee		Direct	DPC	
			Chairman	Registrar	Registrar- Chairman
			Members	Two outside experts in the relevant field to be nominated by the Vice Chancellor	Nominee of the Vice-Chancellor - Member
	Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor - Member		

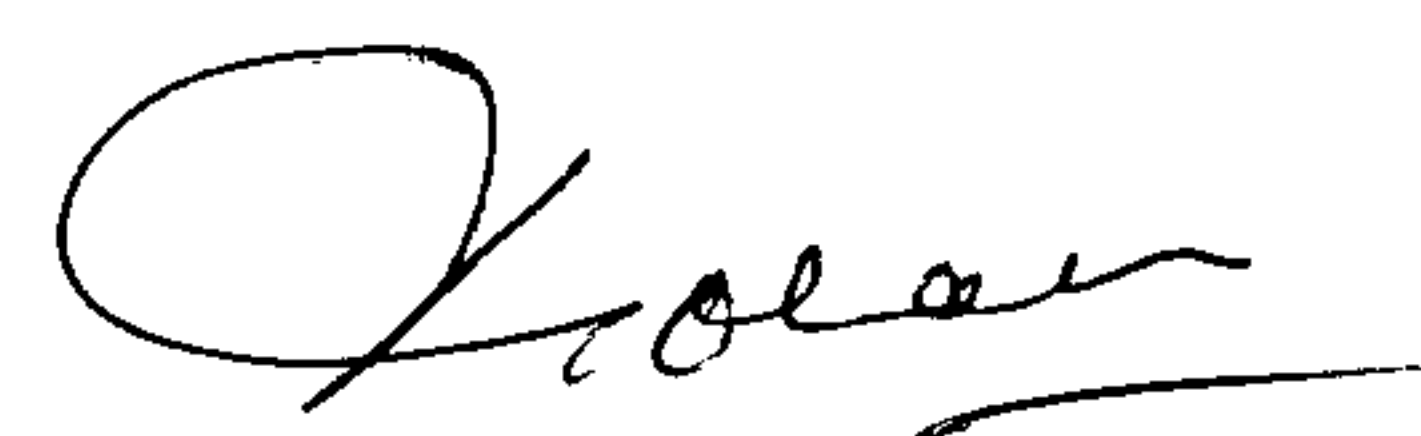


		Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time. iii) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements- Member
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post		Staff Car Driver	
2.	Number of Post(s)	Sanctioned	2	
		In strength		
3.	Classification		Group 'C'	
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + Rs.1900/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		<p>Direct recruitment/ Contract Essential:</p> <p>i) 10th class pass from a recognised School/Institute with valid Driving License of Motor Car. ii) 5 years experience of driving of LMV</p> <p>Desirable:</p> <p>i) Knowledge of mechanism of motor engine. ii) IIT Certificate of Motor Mechanic Trade from a Govt. recognised Institute iii) Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24 (i) of the bye-laws.	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		<p>50% by promotion and 50% by direct recruitment basis</p> <p>General:</p> <p>i) Actual test of driving skill will be conducted by the Vidyapeetha through the authorized government workshop or reputed agency . ii) Eligible MTS Employees of the Vidyapeetha will be allowed to compete with outsiders. In case of selection of the internal MTS employee of the Vidyapeetha, he/she will be kept on probation as per rule 24 of the bye-laws.</p>	
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.		<p>From amongst the regular MTS (Group- C) in Pay Band-I - Rs.5200-20200 Grade Pay of Rs.1800/- of the Vidyapeetha who possess valid commercial Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars subject to fulfilment of the essential qualifications prescribed for the direct recruitment for the post of Staff Car Driver.</p> <p>The higher grades (i.e. Grade-II, Grade-I and Special Grade) to the existing Staff Car Drivers shall be granted in accordance with the DoPT vide OM No.AB-14017/10/2014-Estt (RR) (3104937) dated 4th July, 2014 irrespective of the Cadre strength.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
			<p>Note: i) The quorum should be of three out of which at least one outside expert must be present.. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC /Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	

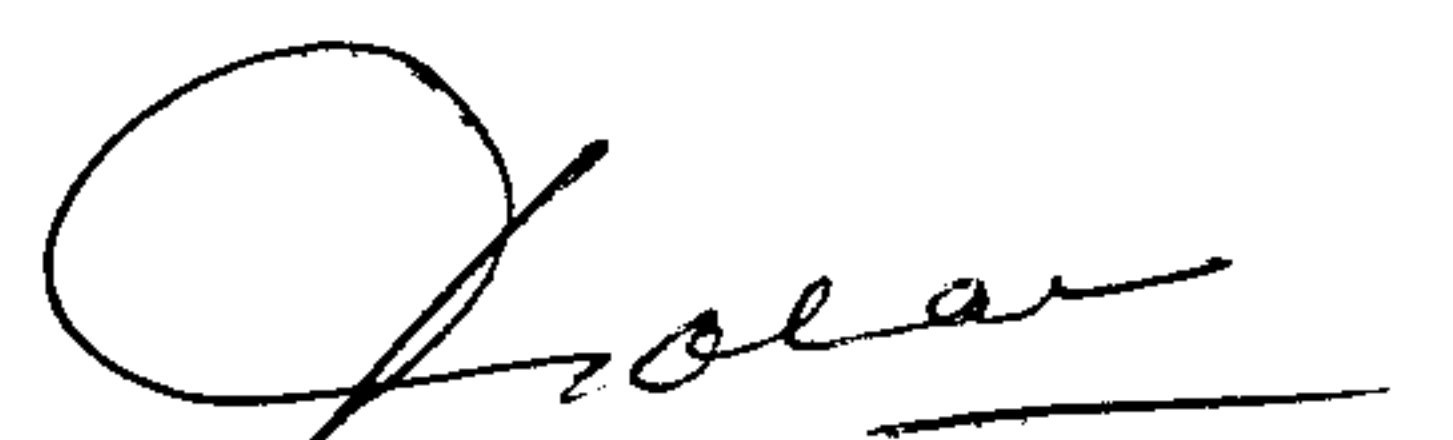
1.	Name of the Post		Pump Operator
2.	Number of Post(s)	Sanctioned	1
		In strength	
3.	Classification		Group 'C'
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + Rs.1900/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>i) Certificate in the trade of Electrician / Wireman / Fitter / Farm Equipment Operator with three years experience in operation, repair and maintenance of Pump/Tube-well.</p> <p>OR</p> <p>Matriculation with 5 years experience in the above trades must be able to read simple drawings and follow up instructions given in the manual/catalogue.</p> <p>Desirable: Knowledge of Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24 (i) of the bye-laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		50% by promotion and 50% by direct recruitment basis
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		5 years regular service as Multi Tasking Staff (MTS) in the relevant field and fulfilment of the educational qualifications and technical requirements of the post as prescribed for direct recruitment
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman
			Registrar
			Member
			Two outside experts in the relevant field to be nominated by the Vice Chancellor
Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)		
			Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III



1.	Name of the Post		Cook
2.	Number of Post(s)	Sanctioned	2
		In strength	
3.	Classification		Group 'C'
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + Rs.1900/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment		<p><u>Direct/Contract:</u></p> <p><u>Essential:</u> i) 10+2 from a recognized School/Institution ii) Three years experience as a Cook in a Canteen run by in an establishment under the Government/Autonomous Body/Public Under Undertaking Sector or similar work experience in 3 Stared Hotel</p> <p><u>Desirable:</u> Diploma in Hotel Management or any other specialized course.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A
10.	Period of probation, if any		<u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws
11.	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/ Contract
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.		N.A
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman
			Registrar
			Member
			Member
		Two outside experts in the relevant field to be nominated by the Vice Chancellor	
		SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview).	
		Note: i) The quorum should be of three out of which at least one outside expert must be present.. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III



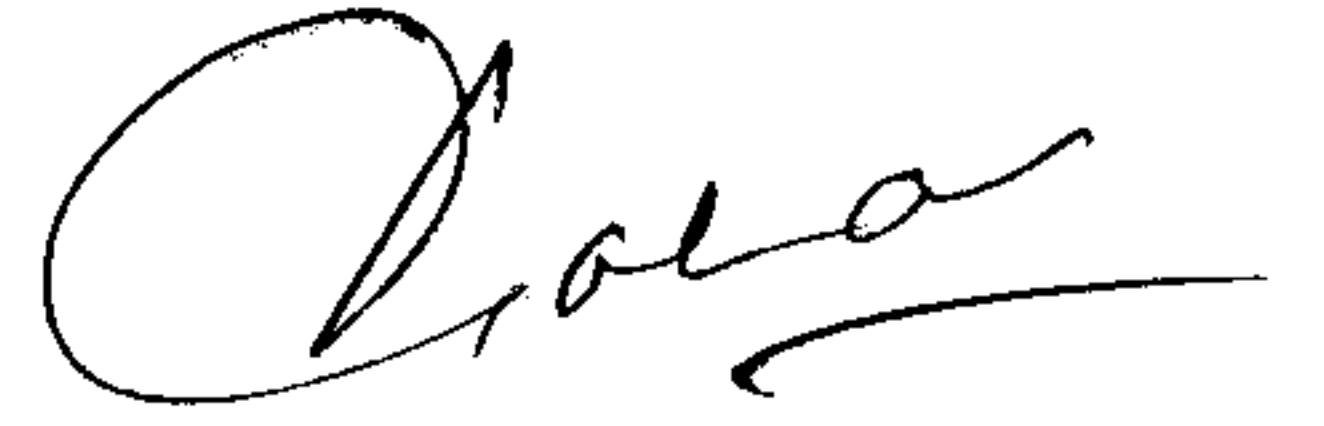
1.	Name of the Post		Library Attendant	
2.	Number of Post(s)	Sanctioned	4	
		In strength		
3.	Classification		Group-C-MTS	
4.	Scale of Pay (Revised)		PB-1- Rs.5200-20200 + Rs.1800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		<p>Direct/contract:</p> <p>Essential:</p> <p>i) Uttar-Madhyama/10+2 with 50% marks or equivalent from a recognised School/ Institution. ii) At least three years experience in a library in any position. iii) Knowledge of Computer</p> <p>Desirable:</p> <p>1) Knowledge of duplicating/Xerox copying machine. ii) Certificate course in Library Science from a recognised institution. iii) Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24 (i) of the bye-laws	
11.	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		By Direct Recruitment/ Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee		Chairman	Registrar
			Member	One out-side expert in the relevant field to be nominated by the Vice-Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
			Note: i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other members to be included as per the directives of the MHRD/UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post		Multi Tasking Staff (MTS)
2.	Number of Post(s)	Sanctioned	26 (including the posts of Peon, Chowkidar, Daftry, Mali)
		In strength	
3.	Classification		Group 'C'
4.	Scale of Pay (Revised)		PB-1 Rs.5200-20200 + Rs.1800/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Not applicable
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>i) 10th Class pass or ITI equivalent from a recognized School/Institute.</p> <p>ii) At least two years of experience on the post of MTS or equivalent or having two years of experience in one of the following fields such as:</p> <p><i>Driving of staff car/heavy vehicles, electrical or electronics works, pump-operation & plumbing works, carpenting, mason, farm labour, lift operation, medical attendant services, watch & ward duties, upkeep of parks, lawns, potted plants, house-keeping, cooking of food, kitchen attendant, etc., subject to production of ITI Certificate or experience certificate from a reputed institute/organization/department.</i></p> <p>iii) Knowledge of Computer</p> <p>Desirable:</p> <p>i) Adequate experience of working in the university administration with knowledge of data-feeding/typewriting on computer, record maintenance, operation and maintenance of photocopier/lamination machines etc. or having adequate experience in some other technical/professional fields. ii. Knowledge of Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.
10.	Period of probation, if any		For Direct Recruits : To be governed under rule 24(i) of the bye-laws.
11.	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/Contract
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		N.A.
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman
			Registrar
			Member
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)



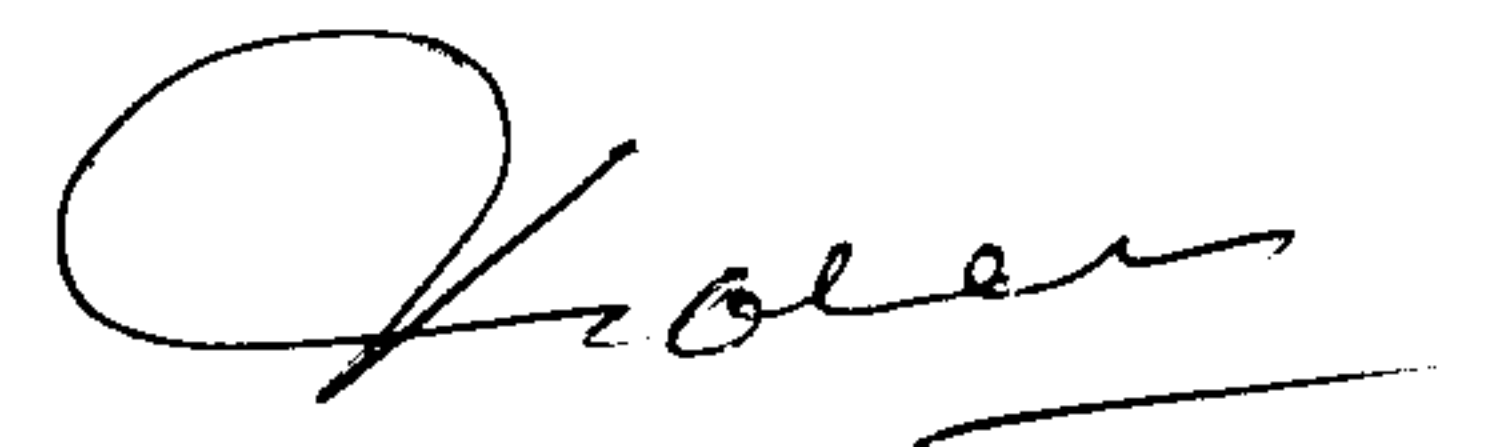
		Note:- i) The quorum should be of two out of which at least one outside expert must be present.. ii) Any other members to be included as per the directives of the MHRD / UGC issued from time to time.
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III



1.	Name of the Post	Mess Attendant	
2.	Number of Post(s)	Sanctioned	2
		In strength	
3.	Classification	Group- C-MTS	
4.	Scale of Pay (Revised)	PB-1-Rs.5200-20200 + Rs.1800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	<p><u>Direct/ Contract:</u> <u>Essential</u></p> <p>i) 10th class pass from a recognized School/Institute with three years experience of the job ii) Knowledge of Cooking & Scrubbing of utensil and other allied activities. Desirable: Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
10.	Period of probation, if any	<u>For Direct Recruits</u> : To be governed under Rule 24 (i) of the bye-laws.	
11.	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/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Registrar
		Member	One out-side expert in the relevant field to be nominated by the Vice-Chancellor.
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
		Note:- i) The quorum should be of two out of which at least one outside expert must be present.. ii) Any other members to be included as per the directives of the MHRD / UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post	ATTENDANT (HEALTH CENTRE)	
2.	Number of Post(s)	Sanctioned	01
		In strength	
3.	Classification	Group 'C' (Multi-Tasking Staff)	
4.	Scale of Pay (Revised)	PB-1 Rs.5200-20200 : GP- Rs.1800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	<p><u>Direct/contract:</u></p> <p><u>ESSENTIAL</u></p> <p>i) High School with Science from a recognised School/Institution;</p> <p>ii) Two years experience as Attendant in any government/recognized hospitals/dispensaries under recognized doctor in the field of dressing/first-aid/patient care activities/ /management of OPD etc.</p> <p>iii) Knowledge of Computer</p> <p>Desirable: Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
10.	Period of probation, if any	<u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws.	
11.	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	By Direct Recruitment/ Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13.	Composition of Selection Committee	Chairman	Registrar
		Member	One out-side expert in the relevant field to be nominated by the Vice-Chancellor
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
		<p>Note:-</p> <p>i) The quorum should be of two out of which at least one outside expert must be present..</p> <p>ii) Any other members to be included as per the directives of the MHRD / UGC issued from time to time.</p>	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	



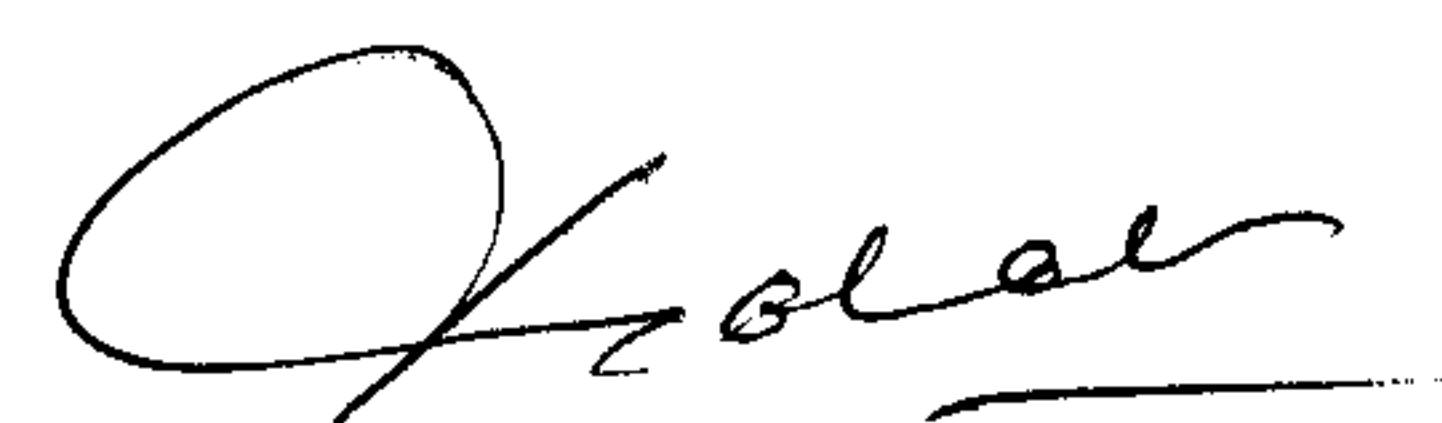
1.	Name of the Post		Lab Attendant (Computer-Lab)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'C' (Multi-Skilled Staff)	
4.	Scale of Pay (Revised)		PB- Rs.5200-20200 : GP- Rs.1800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		<p><u>ESSENTIAL QUALIFICATIONS</u></p> <p>i) 10+2/ Intermediate or equivalent from a recognized School/Institution;</p> <p>ii) Two years experience in Computer Laboratory of any recognized university/ institute/ school.</p> <p><u>DESIRABLE</u></p> <p>i) Diploma or PG Diploma in Computer Application ii) Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		<u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws.	
11.	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		By Direct Recruitment/ Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee		Chairman	Registrar
			Member	One out-side expert in the relevant field to be nominated by the Vice-Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
			Note:- i) The quorum should be of two out of which at least one outside expert must be present.. ii) Any other members to be included as per the directives of the MHRD / UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III	



1.	Name of the Post	Lab Attendant (Psychology Lab)	
2.	Number of Post(s)	Sanctioned	1
		In strength	
3.	Classification	Group 'C' (Multi-Skilled Staff)	
4.	Scale of Pay (Revised)	PB Rs.5200-20200 : GP- Rs.1800/- or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for direct recruitment	35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	<p><u>Direct/contract:</u></p> <p><u>ESSENTIAL</u></p> <p>i) Intermediate with Science from a recognised School/Institution;</p> <p>ii) Two years experience in Psychology Laboratory of any recognized university/institute/ school.</p> <p>iii) Knowledge of Computer</p> <p><u>DESIRABLE</u></p> <p>i) Graduation with Psychology</p> <p>ii) Diploma in Computer Application</p> <p>iii) Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
10.	Period of probation, if any	<u>For Direct Recruits</u> : To be governed under rule 24 (i) of the bye-laws	
11.	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	By Direct Recruitment/ Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13.	Composition of Selection Committee	Chairman	Registrar
		Member	One out-side expert in the relevant field to be nominated by the Vice-Chancellor
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (If SC/ST candidates are called for interview)
		Note:- i) The quorum should be of two out of which at least one outside expert must be present.. ii) Any other members to be included as per the directives of the MHRD / UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III	

1.	Name of the Post		Sweeper-cum-Farash
2.	Number of Post(s)	Sanctioned	5
		In strength	
3.	Classification		Group 'C'
4.	Scale of Pay (Revised)		As per daily wages rate fixed by the Govt. of India/ Government of Delhi
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		N.A.
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		N.A.
8.	Educational & Other qualifications required for direct recruitment		Contract: Essential: Primary Class pass with adequate experience of the job.
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.
10.	Period of probation, if any		N.A.
11.	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		By Contract through Contractor/Registered Agencies
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.		N.A.
13.	Composition of Selection Committee/ Departmental Promotion Committee		Open Tender Process
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		N. A.
15.	Age of Superannuation		N. A.
16.	Remarks		i) Duties & Responsibilities as mentioned in the Schedule-III ii) The existing permanent employees will be considered for the ACP Scheme of the UGC/Govt of India and their age of superannuation will be 60 years or as per the directive of the UGC/Govt. of India as amended from time to time. ii) The vacant posts may also be transferred/filled-up in other areas as MTS as per the discretion of the competent authority.

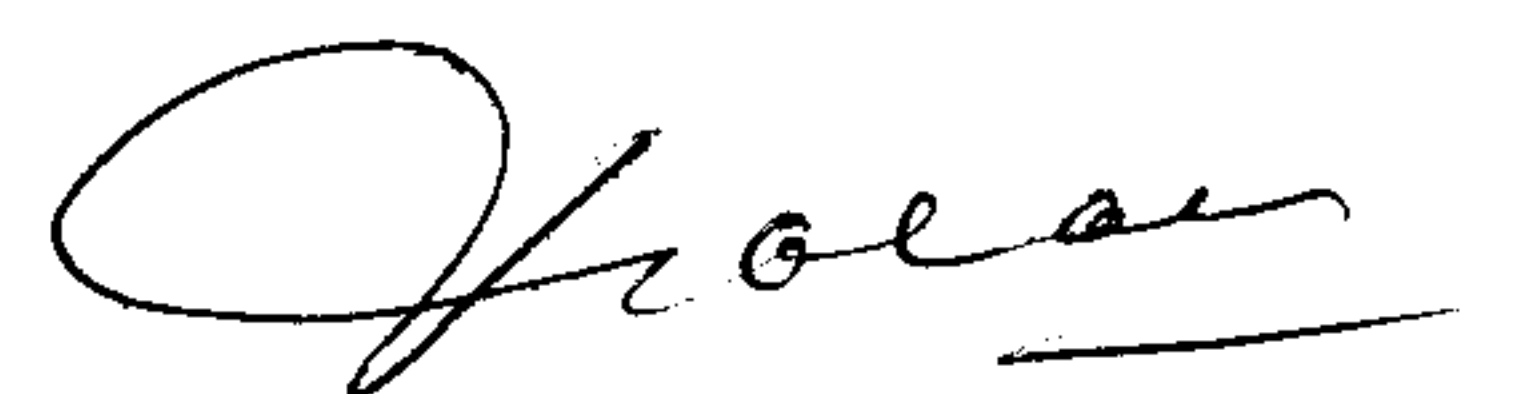
1.	Name of the Post		Director (CWS)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'A'	
4.	Scale of Pay (Revised)		PB-4-Rs.37400-67000 + GP Rs.10,000 or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		N.A.	
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>i) Good academic record with at least 55% marks or an equivalent grade of B in the seven point scale with latter grades OABCDE & F at the Master's Degree level preferably in any subject under Social Sciences, Arts/Education from a recognized Indian/Foreign University.</p> <p>ii) Ph.D. in the area of gender studies/women studies / sociology with high quality publication on women studies/gender study/feminism.</p> <p style="text-align: center;">OR</p> <p>Published works of high quality in the relevant field or handling of sponsored research projects in the related field. Out of 15 years, at least 3/5 years of experience of working in any Centre for Women's studies or any institute dealing with similar area study. Experience in the organisation of national/international seminars.</p> <p>Experience:</p> <p>At least 15 years experience as Assistant Professor (Sr. Scale)/Assistant Professor with eight years in the Reader's grade. Experience in educational administration shall be preferred.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education Desirable: Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		N.A.	
11.	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		Deputation/Contract on tenure basis or any other mode as per the guidelines of the UGC.	
12.	In case of recruitments by promotion/deputation/d absorption, grades from which promotion/deputation absorption to be made.		N.A.	
13	Composition of Selection Committee/ Departmental Promotion Committee		As per the UGC's Regulations, 2010	
			Vice-Chancellor	Chairperson
			An academician in the relevant field who is the nominee of the Chancellor	Member



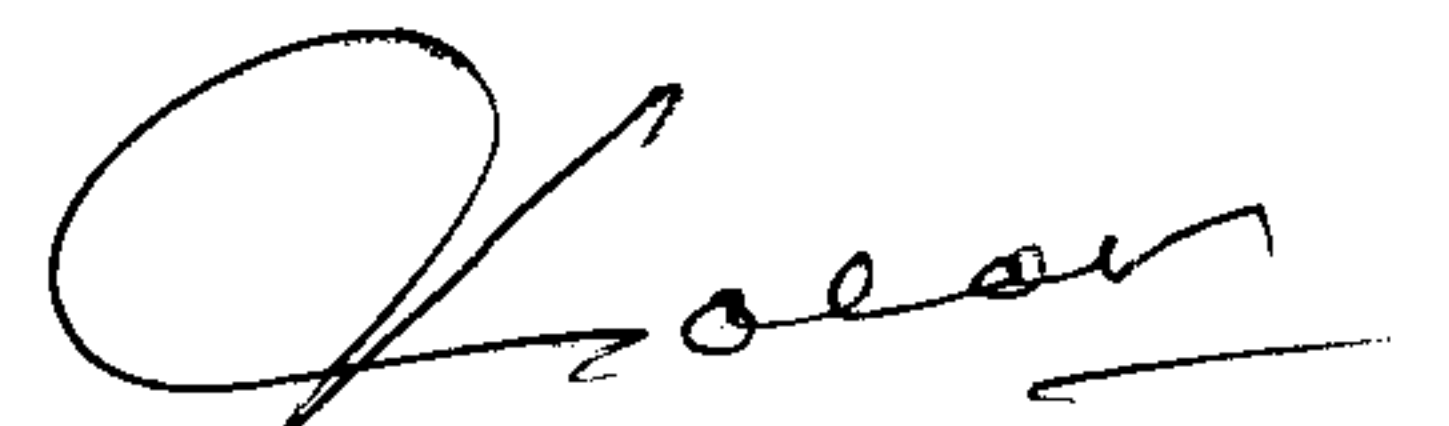
		Three experts in the concerned subject /field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management	Members
		Dean of the concerned Faculty, wherever applicable	Member
		Head of the Department	Member
		An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the candidate representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.	Members
		<p>Note:</p> <p>i) At least four members, including two outside subject experts, shall constitute the quorum.</p> <p>ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>	
14.	Scales proposed to be given in the Career Advancement Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15	Age of Superannuation	65 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16	Remarks	<p>Duties & Responsibilities as mentioned in the Schedule-III</p> <p>Note: The educational qualifications, experience and other professional requirements for the post shall be as prescribed at Column -8 above or as per the guidelines of the UGC/Govt. of India as amended from time to time.</p>	

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1.	Name of the Post		Research Assistant (CWS)	
2.	Number of Post(s)	Sanctioned	1	
		In strength		
3.	Classification		Group 'C'	
4.	Scale of Pay (Revised)		PB-2- Rs.9300-34800 + GP- Rs.4200 or as per the guidelines of the UGC.	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:</p> <p>i) Good academic record with at least 60% of marks in the Acharya/ Post Graduate Degree in Sanskrit from an Indian university or an equivalent degree from any foreign university.</p> <p>ii) Experience of Proof Reading</p> <p>iii) Knowledge of Computer Application</p> <p>iv) Knowledge of Sanskrit, Hindi & English</p> <p>Desirable:</p> <p>i) Publications on women's studies of high quality.</p> <p>ii) Specialization in Women's Studies/Gender Studies etc.</p> <p>ii) Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		N.A.	
11.	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		Tenure /Contract or any other mode of recruitment as per the UGC guidelines through open advertisement.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Registrar
			Members	Two out-side experts in the relevant field to be nominated by the Vice-Chancellor .
			Member	Director/Professor in-charge, Centre for Women's Studies.
			Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
			NOTE:-	
		<p>i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>		
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation		60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
16.	Remarks		Duties & Responsibilities as mentioned in the Schedule-III..	



1.	Name of the Post	Internal Audit Officer	
2.	Number of Post(s)	Sanctioned	1(Proposed to the UGC)
		In strength	
3.	Classification	Group 'A'	
4.	Scale of Pay (Revised)	PB-3- Rs.15600-39100 + GP Rs.7600 or as per the directive of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO	
6.	Whether Selection Post or Non-Selection Post.	Selection	
7.	Age limit for appointment by deputation	56 years (Relaxation in age as per Rule -25 (i & ii) of the bye-laws)	
8.	Educational & Other qualifications required for direct recruitment	N.A.	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
10.	Period of probation, if any	N.A.	
11.	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	Deputation/Contract	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>Appointment shall be made on deputation by drawing officers belonging to the Audit and Accounts service or other similar organized services such as Railway Accounts, Defence Accounts etc. not below the rank of Senior Accounts Officer or equivalent in the grade of Rs.15600-39100 + GP Rs.5400 and possessing at least a graduation degree.</p> <p><i>failing</i></p> <p>Officers holding analogous posts on regular basis or with 5 years regular service in the scale of pay of Rs.15600-29100 + GP -6600/- or with 8 years regular service in the scale of pay of Rs.15600-39100 + GP Rs.5400 in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing at least a graduation degree.</p> <p>Desirable:-</p> <p>1. MBA(Finance)/ICWA/CA/SAS</p> <p>AGE LIMIT: 56 Years (For deputation)</p>	
13	Composition of Selection Committee/ Departmental Promotion Committee	Vice Chancellor	Chairman
		One Nominee of the Chancellor	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
		Financial Adviser of the concerned unit of the Ministry of HRD, Govt. of India	Member
		Registrar	Member

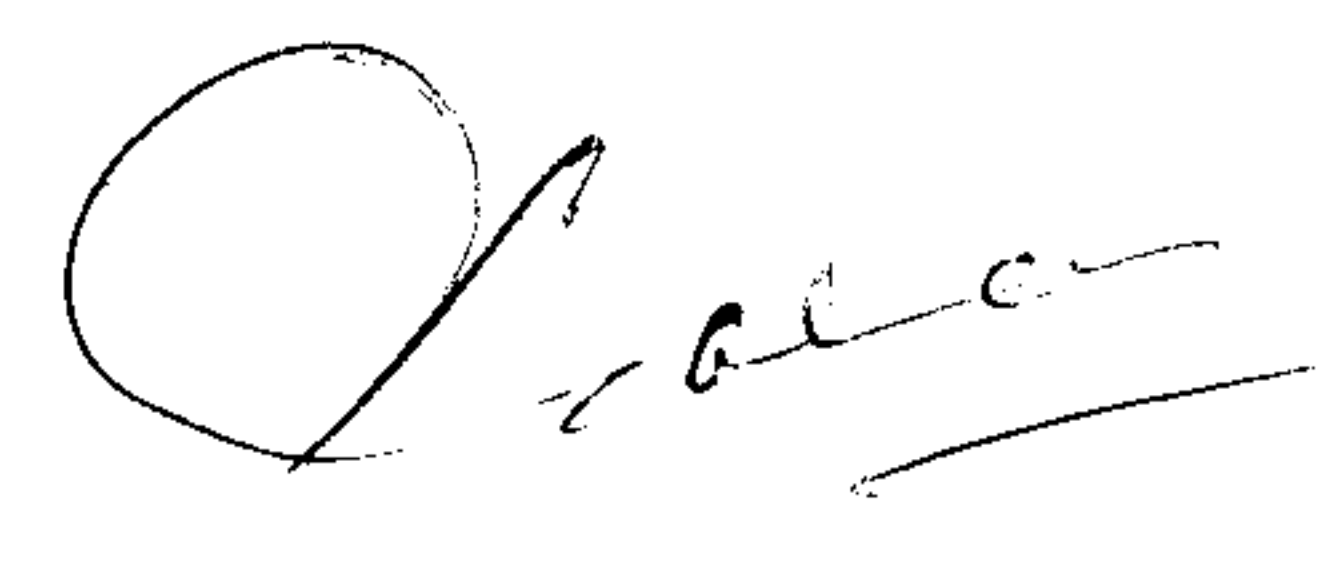


		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	N.A..
15.	Age of Superannuation	60 Years
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III



1.	Name of the Post		Principal Private Secretary	
2.	Number of Post(s)	Sanctioned	1(Proposed to the UGC)	
		In strength		
3.	Classification		Group 'A'	
4.	Scale of Pay (Revised)		PB-3-Rs.15600-39100 + GP Rs.5400 or as per the guidelines of the UGC	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		N.A.	
8.	Educational & Other qualifications required for direct recruitment		<p>Essential:-</p> <p>i) Graduate from a recognized University ii) At least five years experience as Private Secretary in the grade of Rs.9300-34800 + GP- Rs.4600 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies. iii) Minimum speed of 120/100 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting or bilingual on computer.</p> <p>Desirable:-</p> <p>i) Post Graduate in any discipline ii) Knowledge of Sanskrit iii) Diploma in Computer Application from a recognized institute.</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees/ deputationnist		As per column 12	
10.	Period of probation, if any		<p>For Direct Recruits : To be governed under rule 24 (i) of the bye-laws</p> <p>For Promotion : To be governed under rule 24 (ii) of the bye-laws</p>	
11.	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		By Promotion. In case suitable candidates are not available in the feeder cadre, the Vidyapeetha may at its discretion fill-up the vacancy by direct recruitment/ deputation/Contract as per administrative requirements.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion / deputation absorption to be made.		<p>Promotion:- 5 years continuous satisfactory service as Private Secretary in the grade of Rs.9300-34800 + GP- Rs.4600 OR 12 years experience in one or more organizations as Personal Assistant in the grade of Rs.9300-34800 + GP- Rs.4200 out of which at least 3 years continuous service as Private Secretary in the Vidyapeetha in the grade of Rs.9300-34800 + GP- Rs.4600 subject to fulfilment of educational qualification as mentioned at column 8(i) above.</p> <p>Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service as Private Secretary in the scale of pay of Rs.9300-34800 + GP- Rs.4600 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualification as prescribed at column 8 above.</p>	
13.	Composition of Selection Committee for direct recruitment/internal promotion		Vice Chancellor	Chairman
			One nominee of the Chancellor	Member
			At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
			Registrar	Member

		<p>Note: i) The quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>iii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p> <p>iv) Finance Officer may be a member if the recruitment is made for any post in Finance Division specifically.</p>
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India issued from time to time.
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India as amended from time to time
16.	Remarks	Duties & Responsibilities as mentioned in the Schedule-III



Every teaching and non-teaching employee of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi shall be responsible to the "Appointing Authority" either directly or through the officer concerned/unit in-charge/Dean/HoD/Director of his/her respective department/section

Every employee shall be required: a) to follow the rules/regulations/guidelines/provisions of the Memorandum of Association, UGC/Govt. of India and resolutions of the Statuary Bodies of the Vidyapeetha as enforced/implemented/adopted/amended from time to time in the Vidyapeetha and b) to maintain absolute integrity, confidentiality, discipline and devotion to duty at all time.

TEACHING POSITION:**1. PROFESSOR/ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR:**

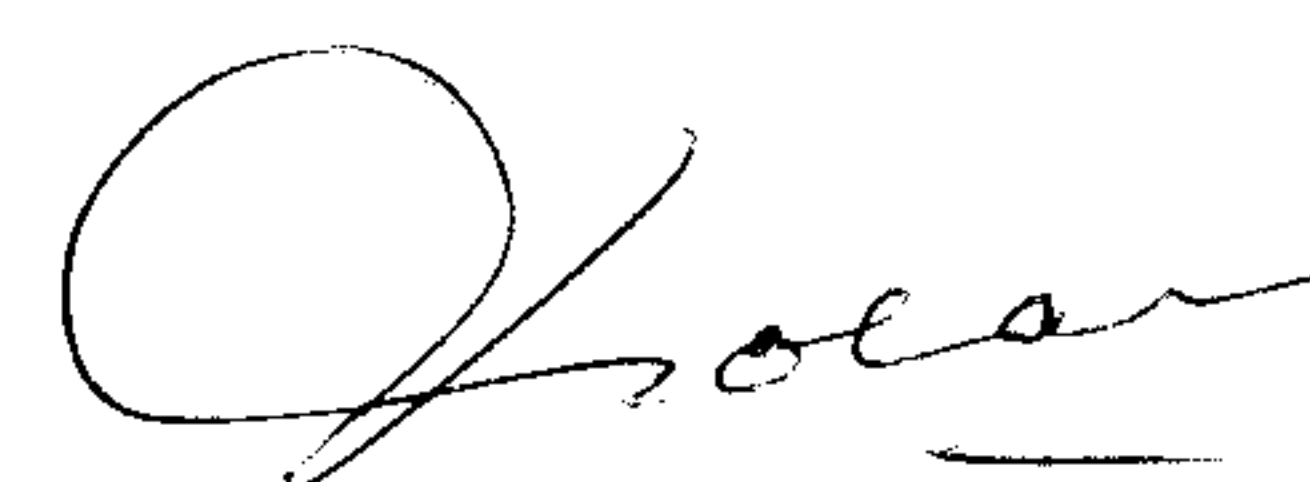
- i) Each Professor/Associate Professor/Assistant Professor shall be required perform all duties strictly as per the guidelines issued by the UGC as amended from time to time.
- ii) Each Professor/Associate Professor/Assistant Professor shall be required to engage himself in Research and Publication activities of the Vidyapeetha, project work sponsored by UGC or any other funding agency, consultancy work or any other academic/allied activities in addition to the prescribed teaching/other extra curricular activities. These activities shall be assessed and reviewed by the Administration periodically or at the time of assessment/review.
- iii). Each Professor/Associate Professor/Assistant Professor may be required to teach one or more allied subjects as and when required in order to meet the exigency of situation besides the subject for which he/she is appointed
- iv) The work-load of each Professor/Associate Professor/Assistant Professor as per the guidelines of the UGC are given below:

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College. The direct teaching-learning process hours should be as follows:

Assistant Professor	16 hours
Professor/Associate Professor	14 hours

However, a relaxation of two hours in the workload may, however be given to the Professors who are actively involved in extension activities and administration, a minimum of 6 hours per week may have to be allocated for research activities of a teacher.

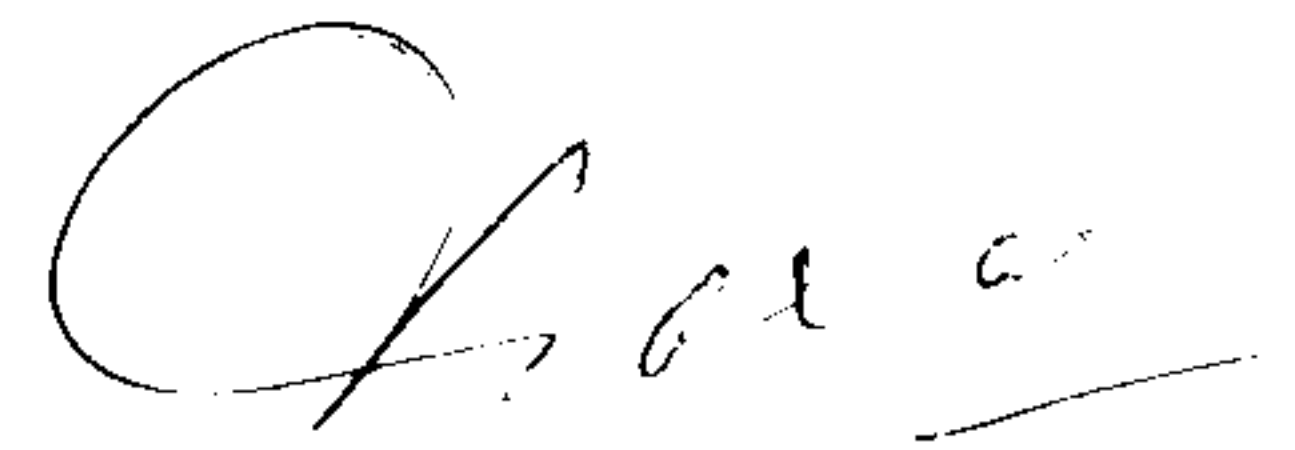
- v) Each Associate Professor/Assistant Professor will be required to comply to the observations of the Peer Team of the NAAC to improve the quality and standard of educational system of the Vidyapeetha.
- vi) Each Associate Professor/Assistant Professor shall be required to participate in the different activities/programmes of the Vidyapeetha.
- vii) Each Associate Professor/Assistant Professor will be responsible to the Vice-Chancellor through the Dean of the concerned Faculty.
- viii) Each Professor/Associate Professor/Assistant Professor will be required to provide the desired information sought under the RTI Act, 2005 related to their field. For this purpose, he has to accept various responsibilities under the RTI Act, 2005.
- ix) Each Professor/Reader/Lecturer Professor/Associate Professor/Assistant Professor will be required to act as a Member/Chairman in the different Committees as and when constituted as per the decision/approval of the Board of Management/Academic Council or the Vice-Chancellor etc. from time to time.
- x) Any other duties/responsibilities as and when assigned by the Competent Authorities of the Vidyapeetha from time to time.



2. ASSISTANT LIBRARIAN:

The Assistant Librarian shall be responsible to the Registrar/Vice-Chancellor. The following shall be the duties of the Assistant Librarian:

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



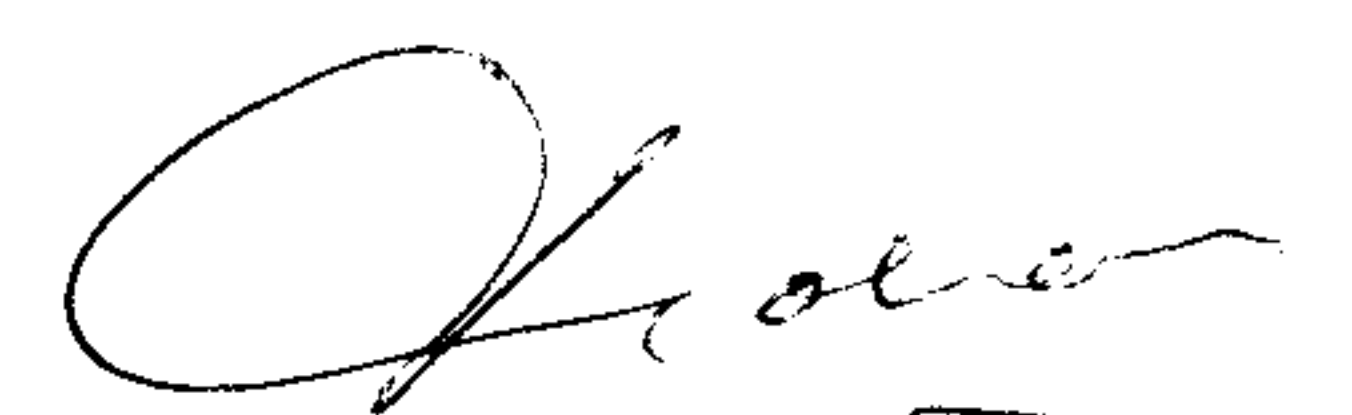
NON-TEACHING POSITION:-

Schedule-III

1. REGISTRAR:

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

1. To be the custodian of the records and the funds and such other property of the Vidyapeetha as the Board of Management may commit to his/her charge;
2. To conduct the official correspondence on behalf of the authorities of the Vidyapeetha
3. To issue notices convening the meetings and shall make the official correspondence of the authorities of the Vidyapeetha and all Committees, Boards and Sub-Committees appointed by any of these authorities;
4. To maintain the minutes of the meetings of all the authorities of the Vidyapeetha and of all the Committees and Sub-Committees and Boards appointed by any of these authorities.
5. To make arrangements for and supervise the examinations conducted by the Vidyapeetha;
6. To represent the Vidyapeetha in suits or proceedings by or against the Vidyapeetha, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
7. To enter into agreement, sign documents and authenticate records on behalf of the Vidyapeetha;
8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Vidyapeetha.
9. To make allotment of residential accommodation and temporary allotment of space on payment basis as per the bye-laws/guidelines duly approved by the Board of Management.
10. To be overall in-charge of the guest house, rest houses and may delegate any of his power to any subordinate officer as In-charge to assist him in discharging such duties.
11. To be the custodian of common seal and the movable and immovable property of the Vidyapeetha, and
12. To be the disciplinary authority in respect of all Group 'B', 'C' and Multi-Tasking Staff of the Vidyapeetha and shall have the powers to suspend them. Appeal against the decision of the Registrar shall be made to the Vice-Chancellor.
13. To make arrangements for outsourcing of work and hiring of skilled/semi-skilled/ unskilled manpower through agencies against the vacant positions or as per the requirements of the Vidyapeetha.
14. In an emergency, when neither the Vice-Chancellor nor the Pro-Vice-Chancellor is able to act, the Registrar shall convene a meeting of the Board of the Management forthwith and take its directions for carrying on the work of the Vidyapeetha.
15. To perform such other duties as may be specified in the Rules and Bye-Laws or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.
16. The Registrar shall be the ex-officio Member-Secretary of the Board of Management, and the Planning and Monitoring Board, and ex-officio Secretary of the Academic Council and Boards of the Faculties.

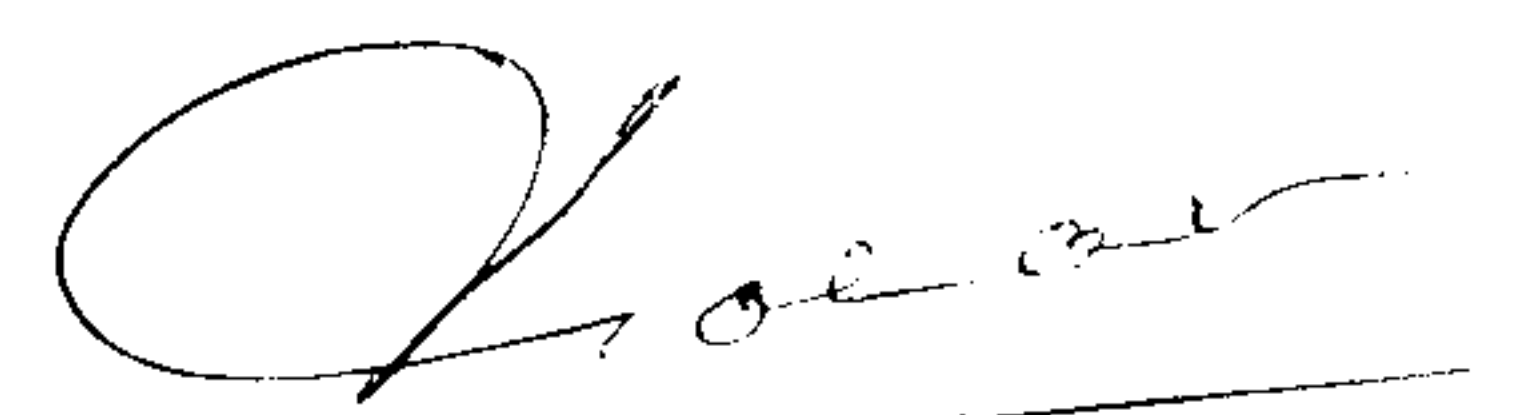


17. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction. If the situation so demands, he shall be required to work under the direction of the Board of Management/Chancellor as the case may be.
18. The Registrar shall be head of the administrative, secretarial and ministerial staff of the Vidyapeetha and the principal adjutant of the Vice-Chancellor in all matters pertaining to the administration of the Vidyapeetha. He shall be the ex-officio Chairperson of the Selection Committees/Departmental Promotion Committees of the Group 'B', 'C' and multi-Tasking staff of the Vidyapeetha.
19. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

2. FINANCE OFFICER:-

The Finance Officer shall be a whole time salaried officer of the Vidyapeetha and shall be appointed on deputation/contract/tenure basis by the Board of Management as per the UGC guidelines. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor. The following shall be the duties of the Finance Officer:-

- 1) Finance Officer shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- 2) Finance Officer shall be the custodian of the funds of the Vidyapeetha and shall be responsible for the management of funds and investments of Vidyapeetha, subject to the control of the Board of Management.
- 3) The Finance Officer shall exercise general supervision over the funds of the Vidyapeetha and shall advise the Vidyapeetha as regards its financial policy; and
- 4) hold and manage the movable property and investments of the University including trust and endowed property under the guidance of the Investment Committee or any other Committees to be constituted for the purpose.
- 5) ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for a year do not exceed and that all moneys are expended for the purpose for which they are allocated;
- 6) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- 7) watch the progress of the collection of revenue and advise on the methods of collection employed;
- 8) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted in respect of equipment and other consumable materials in all offices, special centers, specialized laboratories, colleges and other units maintained by the Vidyapeetha;
- 9) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault with the prior approval of the Vice-Chancellor;
- 10) call for any information or returns from any office, Centre, laboratory, college or Institution maintained by the University that he may consider necessary for the performance of his duties.
- 11) Responsible for getting the Vidyapeetha accounts audited by the CAG and ensure compliance and settlement of audit paras .
- 12) Responsible for internal auditing of accounts on monthly or quarterly basis .



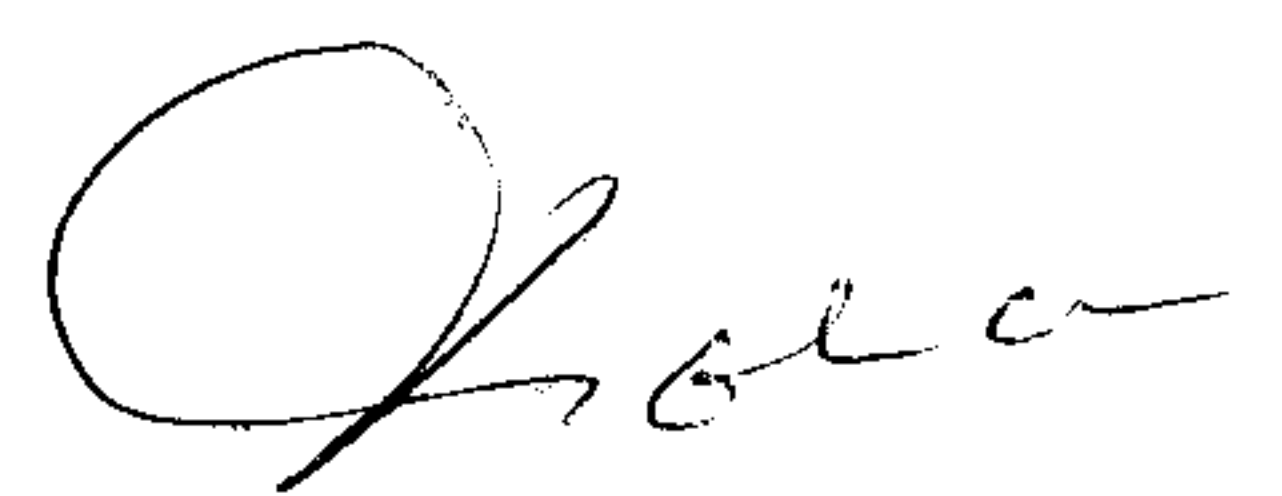
- 13) Ensure issue of all cheques with the joint signature of the Registrar after ensuring the authorization of expenditure by the Competent Authority. In case any one of them is absent due to any reason, the officer as authorized by the Vice-Chancellor shall sign the cheques.
- 14) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness, absence or any other cause unable to perform the duties of his office, these shall be performed by the Registrar or by such person as the Vice-Chancellor may appoint for the purpose,

3. DEPUTY REGISTRAR:

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

4. DEPUTY REGISTRAR(ACCOUNTS):

- i) The Deputy Registrar (Accounts) shall be responsible to the Registrar/Finance Officer and Vice-Chancellor and he/she shall assist the Registrar and Finance Officer and broadly perform the following duties as assigned to him from time to time.
- ii) Supervision of the work relating to classification of receipts and payments into budgetary heads.
- iii) Preparation of Annual Accounts/Budget Estimates/Revised Estimates
- iv) Works relating to Finance Committee Meeting and other meetings as per requirement.
- v) Monitoring receipt of grants from UGC and other funding bodies and issue of Utilization Certificates.
- vi) Maintenance of receipts and payments and record the same in the Cash Book.
- vii) Reconciliation of bank balances as per books of accounts and cash books
- viii) Investment of surplus amounts under Term Deposit Receipts.
- ix) Maintenance of all PF accounts relating to Teaching & Non-Teaching staff
- x) Issue of sanctions in respect of Pensions and Gratuity & Maintenance of Account.
- xi) Scrutiny and passing of medical claims
- xii) Investment of PF amounts under TDRs
- xiii) Scrutiny/check/passing of salary bills/pension bills/Engineering/Purchase bills
- xiv) Scrutiny of pay fixation/HBA and other advances proposals
- xv) Effect recovery of the Income Tax from the payment bills and submission of return to the Income Tax Department.
- xvi) Liasioning with the University Grants Commission, Ministry of Human Resource Development and other outside agencies/organizations, Finance Management, Project Management, Manpower Planning, Attendance and Punctuality, Audit Paras, General Supervision of Non-teaching staff working under him,
- xvii) Providing the desired information sought under the RTI Act, 2005,
- xviii) to deal with the various committees constituted from time to time by the UGC/Ministry, to prepare various important proposals/projects/agenda/minutes, to conduct the various programmes/functions of the Vidyapeetha.



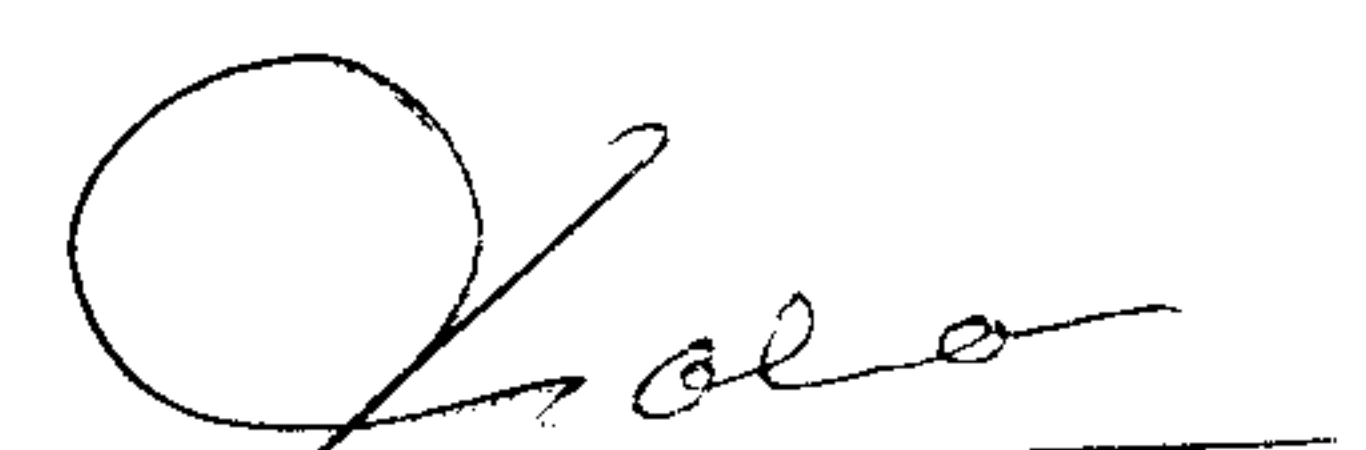
- xix) The Deputy Registrar shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xx) The Deputy Registrar(Accounts) shall exercise such other powers and perform such other duties as may be determined by the Competent Authority from time to time.
- xxi) The incumbent to the post may be transferred to any other section as per the exigency of situation.

5 EXECUTIVE ENGINEER(CIVIL) :

- i) The Executive Engineer(Civil) who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The Executive Engineer (Civil) shall be designated as University Engineer and shall perform the following duties:
- ii) The University Engineer is overall responsible to the Registrar/Vice-Chancellor for planning, estimation, progress reports, supervision, execution of the works in all civil, electrical and horticulture matters etc. according to the norms and standards laid down by the CPWD and also as per the provisions of Bye-Laws of the Vidyapeetha.
- iii) The successful achievement of the targets fixed for completion of each project/works with due consideration to speed and economy or proper maintenance of building structures, etc.
- iv) Opening of quotations through committees duly constituted for the purpose. He is required to examine/recommend the tenders for acceptance/rejection with proper noting giving justification.
- v) He has to supervise and check the functioning of stores and maintenance of proper accounts - quantity and value both. He is also required to inspect the buildings, structures and roads, etc. under his charge as often as necessary about their condition from safety and maintenance point of view and take/suggest necessary action.
- vi) He is also required to test-check the measurements recorded by the Junior Engineer under their dated initials in the M.Bs after ensuring the scrutiny by the AE as per norms.
- vii) He is required to initiate convening the meetings of the University Works Committee, Technical Works Committee or other committees of the University Works Department of the Vidyapeetha from time to time. He is also required to prepare Agenda/minutes of the these meetings and submit it to the Registrar for approval of the Competent Authority.
- viii) He shall act as the In-charge of the Sanitation, Public Health, Horticulture Units and exercise control over the contract workers through the Junior Engineer/AE. While doing so, he must ensure compliance of the all the provisions of the Labour Laws or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the Vidyapeetha or workers hired through approved agencies.
- ix) He is also expected to advise the Registrar/Vice-Chancellor in all technical matters and ensure that no work is executed without following the prescribed procedures as per the MOA/Bye-Laws/CPWS guidelines and without the authorization/approval of the Works Committee or Building Committee etc. as per the prescribed procedures.
- x) To provide the desired information sought under the RTI Act, 2005
- xi) The Executive Engineer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xii) In addition to the above, he shall assist his superiors in performance of the above-mentioned works and perform such other duties as and when assigned to him by the Registrar/Vice-Chancellor of the Vidyapeetha from time to time.

6. ASSISTANT REGISTRAR:

- i) The Assistant Registrar shall be responsible to the Registrar/Vice-Chancellor through the Deputy Registrar. The Assistant Registrar shall be assigned the duties on the following sectors:
 - a. Administration & Establishment
 - b. Academic
 - c. Examination



- d. Accounts/Works Accounts etc.
- e. Development / Project Management /Research Management
- f. Estate, Staff Quarters Allotments
- g. Assisting the Deans of Faculties, Guest House, Hostel Management
- h. Purchase matter
- i. Implementation of RTI Act, 2005
- j. Co-ordination
- k. Legal Affairs
- l. Recruitment Cell
- m. Implementation of various policies/schemes of the Govt. of India/UGC meant for the welfare of SC/ST/PH/OBC/Women/Minorities.
- n. Raj Bhasha

- ii) The Assistant Registrar shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- iii) Any other duties as and when assigned by the Competent Authority from time to time.
- iv) The incumbent to the post may be transferred to any other section as per the exigency of situation.

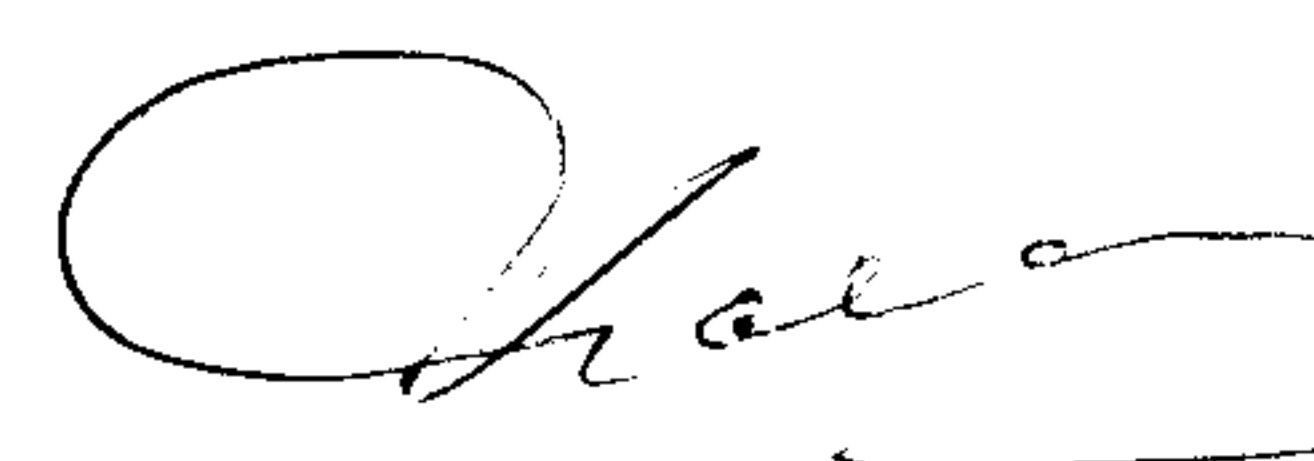
7. ASSISTANT REGISTRAR(ACCOUNTS):

- i) The Assistant Registrar (Accounts) shall be responsible to the Registrar/Finance Officer and Vice-Chancellor and he/she shall assist the Registrar and Finance Officer and broadly perform the following duties as assigned to him from time to time.
- ii) Supervision of the work relating to classification of receipts and payments into budgetary heads.
- iii) Preparation of Annual Accounts/Budget Estimates/Revised Estimates
- iv) Works relating to Finance Committee Meeting and other meetings as per requirement.
- v) Monitoring receipt of grants from UGC and other funding bodies and issue of Utilization Certificates.
- vi) Maintenance of receipts and payments and record the same in the Cash Book.
- vii) Reconciliation of bank balances as per books of accounts and cash books
- viii) Investment of surplus amounts under Term Deposit Receipts.
- ix) Maintenance of all PF accounts relating to Teaching & Non-Teaching staff
- x) Issue of sanctions in respect of Pensions and Gratuity & Maintenance of Account.
- xi) Scrutiny and passing of medical claims
- xii) Investment of PF amounts under TDRs
- xiii) Scrutiny/check/passing of salary bills/pension bills/Engineering/Purchase bills
- xiv) Scrutiny of pay fixation/HBA and other advances proposals
- xv) Effect recovery of the Income Tax from the payment bills and submission of return to the Income Tax Department.
- xvi) Liaisoning with the University Grants Commission, Ministry of Human Resource Development and other outside agencies/organizations, Finance Management, Project Management, Manpower Planning, Attendance and Punctuality, Audit Paras, General Supervision of Non-teaching staff working under him,
- xvii) Providing the desired information sought under the RTI Act, 2005,
- xviii) to deal with the various committees constituted from time to time by the UGC/Ministry, to prepare various important proposals/projects/agenda/minutes, to conduct the various programmes/functions of the Vidyapeetha.
- xix) The Assistant Registrar(Accounts) shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xx) The Assistant Registrar(Accounts) shall exercise such other powers and perform such other duties as may be determined by the Competent Authority from time to time.
- xxi) The incumbent to the post may be transferred to any other section as per the exigency of situation.

8. SYSTEM ADMINISTRATOR:

The System Administrator shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the In-charge(Computer Centre) and broadly perform the following duties as assigned to him from time to time.

- i) Analyzing system logs and identifying potential issues with computer systems.
- ii) Introducing and integrating new technologies into existing data center environments.



- iii) Performing routine audits of systems and software.
- iv) Performing backups.
- v) Applying operating system updates, patches, and configuration changes.
- vi) Installing and configuring new hardware and software.
- vii) Adding, removing, or updating user account information, resetting passwords, etc.
- viii) Answering technical queries.
- ix) Responsibility for security.
- x) Responsibility for documenting the configuration of the system.
- xi) Troubleshooting any reported problems.
- xii) System performance tuning.
- xiii) Insuring that the network infrastructure is up and running.
- xiv) To provide the desired information sought under the RTI Act, 2005
- xv) The System Administrator shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xvi) Any other duties as and when assigned by the Competent Authority from time to time.

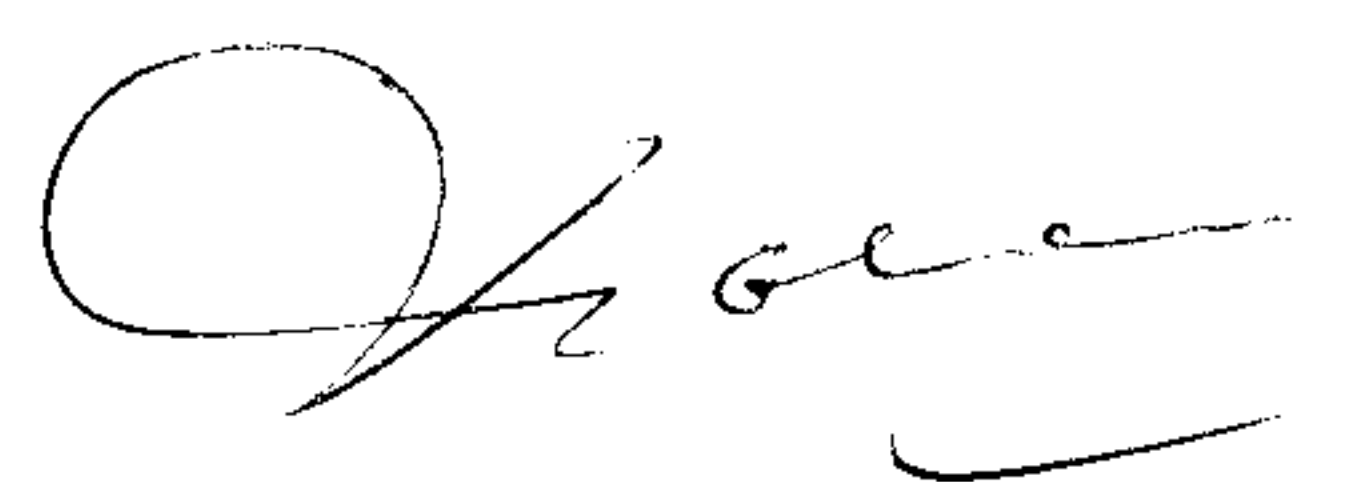
9. MEDICAL OFFICER:

- i) The Medical Officer shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist the Registrar and Finance Officer and broadly perform the following duties as assigned to him from time to time.
- ii) He/She must make himself/herself conversant with all the relevant acts, rules and regulations and government orders that may be in force from time to time and must see that they are fully observed so far as they relate to the working of the Health Centre of the Vidyapeetha.
- iii) Medical Officer is the overall in charge of the general administration and discipline of the Health Centre.
- iv) He/She is responsible for ensuring the smooth delivery of health care to the employees of the Vidyapeetha and their families.
- v). He/She is responsible for preparing the Budget Estimate and the Revised Budget Estimate of the Health Centre every year.
- vi). He/She is responsible for taking action for procurement of Medical and Surgical stores every year.
- vii) He/She is responsible for preparing plan and non-plan proposals for Centre submit it to Registrar/Vice-Chancellor for approval.
- viii) He/She will submit annually an administration report on the working of the Centre.
- ix). He/She is responsible for tendering and award of Diet, Laundry and Bio-medical Waste disposal contracts.
- x) The Medical Officer shall exercise such other powers and perform such other duties as may be determined by the Competent Authority from time to time.

10 ASSISTANT ENGINEER (CIVIL):

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

- i) The Assistant Engineer (Civil) is responsible to the Registrar/Vice-Chancellor for planning, estimation, progress reports, supervision and execution of the works according to the norms and



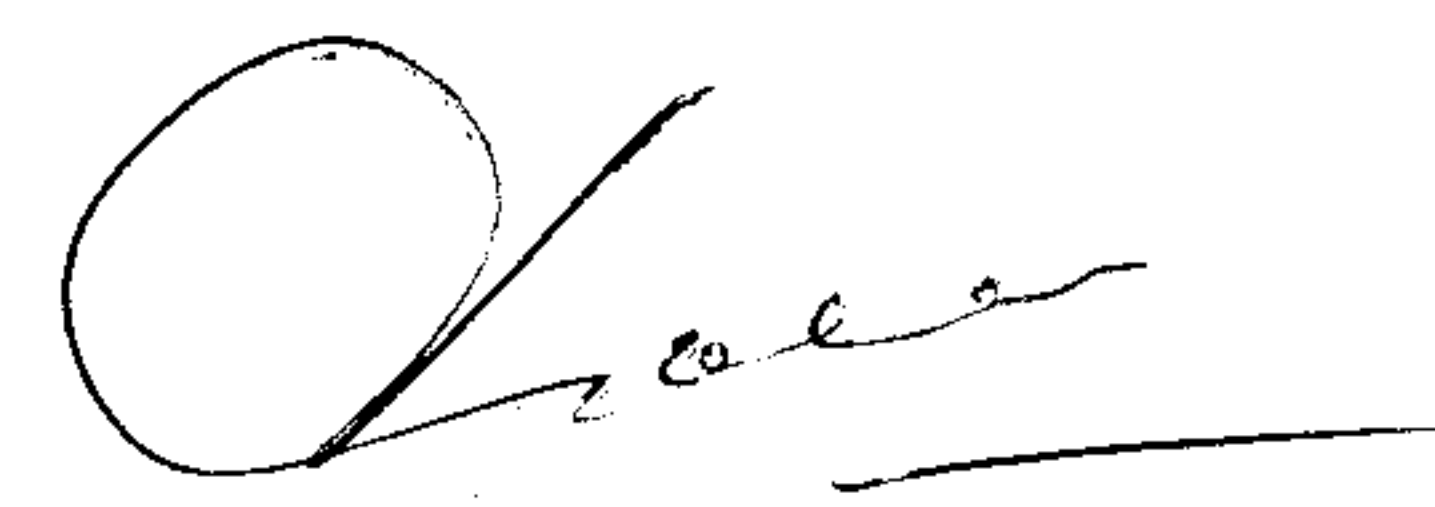
standards laid down as prescribed by the CPWD and as per the provisions of Bye-Laws of the Vidyapeetha.

- ii) The successful achievement of the targets fixed for completion of each project/works with due consideration to speed and economy or proper maintenance of building structures, etc.
- iii) Opening of quotations through committees duly constituted for the purpose. He is required to examine/recommend the tenders for acceptance/rejection with proper noting giving justification.
- iv) He has to see the functioning of stores and proper maintenance of accounts - quantity and value both. He is also required to inspect the buildings, structures and roads, etc. under his charge as often as necessary about their condition from safety and maintenance point of view and take/suggest necessary action.
- v) He is also required to test-check the measurements recorded by the Junior Engineer under their dated initials in the M.Bs after ensuring the scrutiny by the JE as per norms.
- vi) He is required to initiate convening the meetings of the University Works Committee, Technical Works Committee or other committees of the University Works Department of the Vidyapeetha from time to time. He is also required to prepare Agenda/minutes of the these meetings and submit it to the Registrar for approval of the Competent Authority.
- vii) He shall act as the In-charge of the Sanitation, Horticulture Units, Public Health and exercise control over the contract workers through the Junior Engineer. While doing so, he must ensure compliance of the all the provisions of the Labour Laws or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the Vidyapeetha or workers hired through approved agencies.
- viii) He is also expected to advise the Registrar/Vice-Chancellor in all technical matters and ensure that no work is executed without following the prescribed procedures as per the MoA/Bye-Laws/CPWS guidelines and without the authorization/approval of the Works Committee or Building Committee etc. as per the prescribed procedures.
- ix) To provide the desired information sought under the RTI Act, 2005
- x) The Assistant Engineer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xi) In addition to the above, he shall assist his superiors in performance of the above-mentioned works and perform such other duties as and when assigned to him by the Registrar/Vice-Chancellor of the Vidyapeetha from time to time.

11. SECTION OFFICER :

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

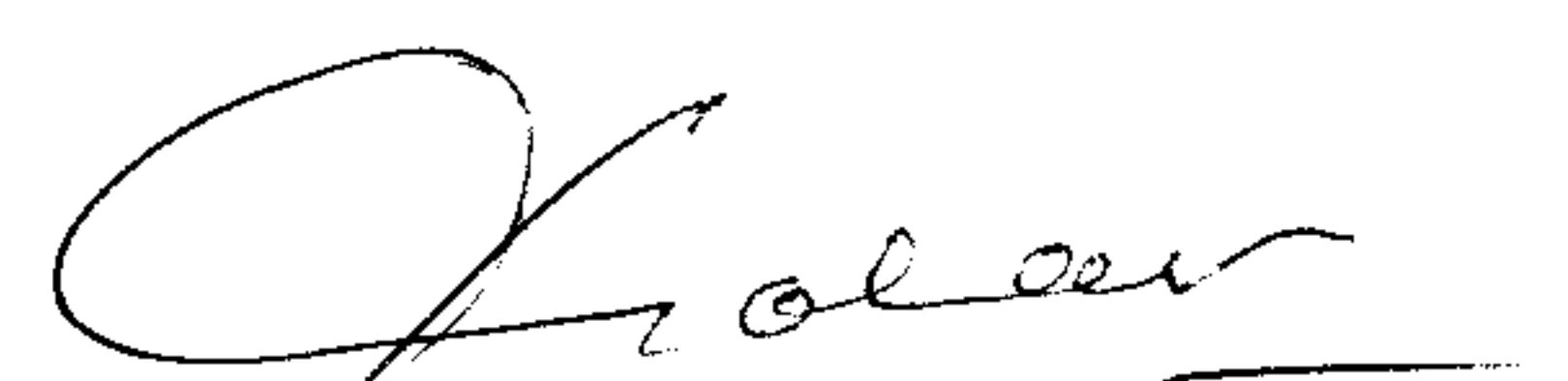
- i) Watch urgent dak and also pending cases and ensure timely disposal of pending work;
- ii) It is absolutely necessary that on receipt of the daily dak, the Section officer of the Section should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions as will ensure prompt and proper attention being paid to it.
- iii) Reminders received from the UGC/Ministry or any other organisation should be put up immediately to the Head of the Office together with the connected papers and any other information available for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realised) of putting up final disposal soon.
- iv) Application of rules and maintenance of certain confidential records/files entrusted to him by the higher authorities.
- v) Allot/distribute works to dealing assistants of Section,



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- vi) To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the Vidyapeetha. He/she is directly responsible for any mis-leading note submitted by the Dealing Assistant through him to the higher authority.
 - vii) The Section Officer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
 - viii) The Section Officer of the department concerned is responsible for the correctness of any facts the Vice-Chancellor, Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of the Government of India, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the officer may have accidentally over-looked. Any draft, which is altered by the Vice-Chancellor/Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.
 - ix) A Section Officer, before passing a letter on to another section must take all action necessary on it in his own section, so that the Section Officer of the last Section receiving it, will be justified in assuming that it has been completely disposed of in the other section.
 - x) He will supervise the work done by the dealing assistants of the Section and to advise them regarding maintenance of discipline in the Section.
 - xi) If the Section Officer is absent, it will then be the Senior Assistant's duty to send the files/letters/dak directly to the Assistant Registrar without further delay.
 - xii) Providing the desired information sought under the RTI Act, 2005.
 - xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.

12. SECTION OFFICER (ACCOUNTS):

- i) The Section officer Accounts) shall be responsible to the Registrar/Finance Officer and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Deputy Registrar(Accounts) and Assistant Registrar(Accounts) and broadly perform the following duties as assigned to him from time to time.
- ii.) Responsible for the maintenance of all the records of receipts, payments, amount realisable, amount payable as per the budget approved by the Competent Authority.
- iii.) Watch urgent dak and also pending cases and ensure timely disposal of pending work;
- iv) It is absolutely necessary that on receipt of the daily dak, the Section officer of the Section should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions as will ensure prompt and proper attention being paid to it.
- v) Reminders received from the UGC/Ministry or any other organisation should be put up immediately to the Head of the Office together with the connected papers and any other information available for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realised) of putting up final disposal soon.
- vi) Application of rules and maintenance of certain confidential records/files entrusted to him by the higher authorities.
- vii) Allot/distribute works to dealing assistants of Section,
- viii) To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the Vidyapeetha. He/she is directly responsible for any mis-leading note submitted by the Dealing Assistant through him to the Higher authority
- ix) The Section Officer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.



- x) The Section Officer of the department concerned is responsible for the correctness of any facts the Vice-Chancellor, Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of the Government of India, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the officer may have accidentally over-looked. Any draft, which is altered by the Vice-Chancellor/Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.
- xi) A Section Officer, before passing a letter on to another section must take all action necessary on it in his own section, so that the Section Officer of the last Section receiving it, will be justified in assuming that it has been completely disposed of in the other section.
- xii) He will supervise the work done by the dealing assistants of the Section and to advise them regarding maintenance of discipline in the Section.
- xiii) If the Section Officer is absent, it will then be the Senior Assistant's duty to send the files/letters/dak directly to the Assistant Registrar without further delay.
- xiv) Providing the desired information sought under the RTI Act, 2005.
- xv) Any other work as and when assigned by the Competent Authority/Unit In-charge of the Vidyapeetha.
- xvi) The incumbent to the post may be transferred to any other section as Section Officer or equivalent as per the exigency of situation.

13. RESEARCH-CUM-STATISTICAL OFFICER :

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

- i) Collection & processing of statistical data from different sources relating to the university system.
- ii) With reference to all Universities of the country & abroad, he is required to use the internet of the Vidyapeetha to obtain the relevant information as per the requirements of the Vidyapeetha from time to time.
- iii) Preparation of data base in consultation with the Assistant Programmer (Computer) towards all activities/functioning of all departments of the Vidyapeetha. For this purpose, he will be required to obtain the requisite information from all sections/departments of the Vidyapeetha on quarterly basis/half yearly basis as per the requirements of work.
- iv) Preparation of data base in respect of all existing/former students, teaching and non-teaching staff of the Vidyapeetha.
- v) Preparation of Roster which is applicable for SC/ST/ST/PH and other categories, if any as per the Government of India rules.
- vi) To carry out the duties of Section officer as and when assigned by the Competent Authority.
- vii) To deal with the communications received from the Ministry/UGC or any other institutions/organizations seeking statistical information about any matter relating to the Vidyapeetha and provide the requisite information with the prior approval of the Competent Authority of the Vidyapeetha.
- viii) The Research-cum-Statistical Officer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- ix) Providing the desired information sought under the RTI Act, 2005.
- x) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.



- xi) The incumbent to the post may be transferred to any other section as Section Officer or equivalent as per the exigency of situation

14. PRIVATE SECRETARY:

The Private Secretary shall be responsible to the Registrar, Finance Officer and Vice-Chancellor. The following shall be the duties of the Private Secretary.

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

15. ASSISTANT PROGRAMMER (COMPUTER) :

The Assistant Programmer will be responsible to the Registrar/Vice-Chancellor through the In-charge of the Computer Centre. He/She will work under the guidance and supervision of the System Administrator and broadly perform the following duties as assigned to him from time to time.

- i) Maintenance of systems, UPS, EPABX system and other equipment installed in the Computer Centre and in all other departments of the Vidyapeetha.



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

16. RESEARCH ASSISTANT:

The Research Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Head of the Department/Professor(Incharge)/Director and broadly perform the following duties as assigned to him from time to time.

- i) Prepare research manuscripts, articles, reports and research presentations.
- ii) Development research survey, questionnaire, or tests
- iii) Perform studies as related to research project/department
- iv) Develop and maintain research databases
- v) Prepare materials for submission to granting agencies
- vi) Attend research meetings, seminars and other meetings as necessary
- vii) Prepare progress reports for funding agency.
- viii) Monitor the project budget
- ix) Develop research protocol
- x) Conduct, literature searches
- xi) To conduct research activities
- xii) To perform proof-reading, editing work and typing work on computer under the supervision of Professor-In-charge of the Project/ Department.
- xiii) Research Assistant shall be required to perform the other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- xiv) To provide the desired information sought under the RTI Act, 2005
- xv) Any other duties as and when assigned by the Registrar/Vice-Chancellor/Professor-In-charge of the Project/ Department from time to time.
- xvi) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.

17. PROFESSIONAL ASSISTANT:

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

- i) To handle acquisition routines of books and periodicals.
- ii) Classification of books.
- iii) Cataloguing of books.
- iv) Providing sport reference service.
- v) Preparing bibliographies and documentation lists.



- vi) Circulation Work.
- vii) Stack and maintenance work.
- viii) Assisting the In charge in the supervision of the Library.
- ix) Other professional work, Data feeding as and when required, Library automation etc.
- x) Correspondence with other universities/institutions.
- xi) Computerization of Library, use of software, Leading in the Library Professionals in massive computerization within 3 working days.
- (xii) Any other duties as and when assigned by the Registrar/Vice-Chancellor/Unit In-Charge of the Library from time to time.
- (xiii) The Professional Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- xiv) Professional Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- xv) To provide the desired information sought under the RTI Act, 2005
- (xvi) The incumbent to the post may be transferred to any other section as per the exigency of situation

18. ASSISTANT:

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

- (i) Prompt submission of cases and disposal, Initiate cases in time where orders of the higher authorities are required. Up-keep of all the files and records. Preparation of noting and drafting the letters for disposing cases and general typing work by computer. Advise and guide dealing assistants placed under him on the procedure and application of rules in all matters. Holding of the meetings, preparation of agenda, minutes of various Committees of the Vidyapeetha.
- (ii) Responsible for submission of misleading note, distortion or concoction of facts, misquoting of rules either by himself or by his junior assistant.
- (iii) The Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- (iv) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.

19. PERSONAL ASSISTANT:

The Personal Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Private Secretary/Assistant Registrar/Deputy Registrar or any other unit In-charge broadly perform the following duties as assigned to him from time to time.

- (i) Dictation and typing work to help his officer in various ways such as maintenance in methodical manner all secret personal papers, arranging of meetings, conferences tours, telephone calls, interviews, appointments and special duties assigned from time to time. Holding of the meetings, preparation of agenda, minutes of various Committees of the Vidyapeetha
- (ii) Organising the work schedule; sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- (iii) Drafting letters/notes for the Officer and handling correspondence independently.
- (iv) Maintaining excellent public relations and arranging meetings.
- (v) Making travel arrangements for the Officer.
- (vi) Summarizing from documents



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- (vii) Preparing information for Annual Reports, Newsletter, etc., pertaining to the Secretariat's activities.
 - (viii) Referring/directing callers (in person/telephone)/papers to appropriate persons in the University.
 - (ix) Supervise the work of the subordinate staff in the Secretariat.
 - (x) Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality on all matters related to the Officer's work of any nature.
 - (xi) Providing the desired information sought under the RTI Act, 2005.
 - (xii) Holding of various meetings, preparation of agenda/minutes
 - xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
 - (xiv) The incumbent to the post may be transferred to any other section as per the exigency of situation

20. JUNIOR ENGINEER (CIVIL):

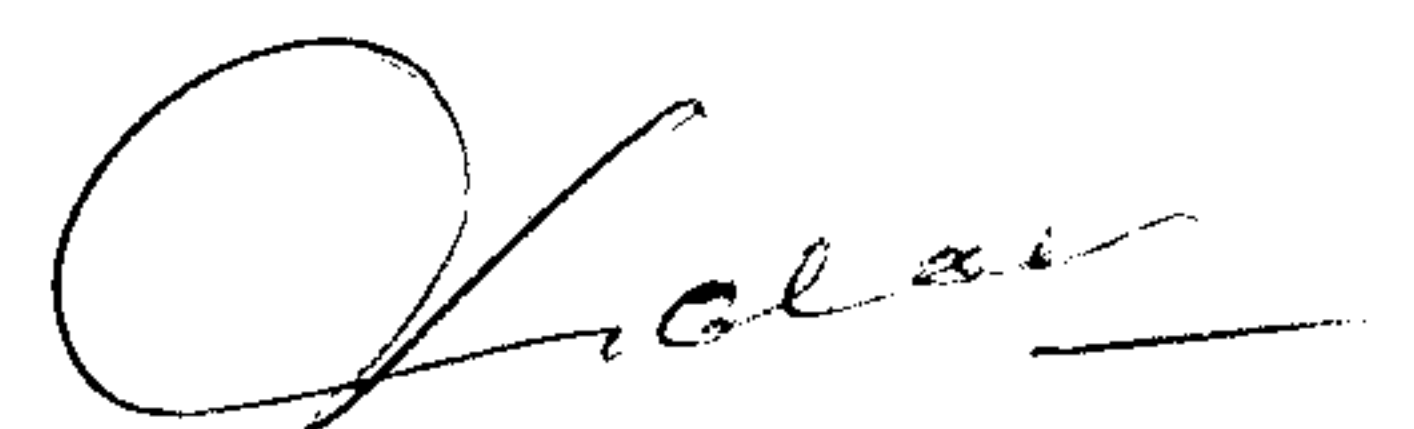
The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The following shall be the duties of the Junior Engineer(Civil):

- i) All duties of the Care-Taker
- ii) Collection of Engineering data, preparation of estimates, rough drawing etc.
- iii) Purchase, storage and issuance of materials, and organisation of materials for work as per rules.
- iv) Recording of measurements of work done, preparation of abstracts of measurements, recovery statements, consumption statement, test checks etc.
- v). Maintenance of prescribed registers and record books etc.
- vi). Maintenance of temporary advances, standard M. Bs, maintenance of inspection of building etc.
- vii) Preparation of tender documents, awards letters, justifications, supervision of contractual job awarded to various agencies including CPWD.
- viii) Planning and execution of departmental works.
- ix) Preparation of accounts of bills for contractors and others and processing of payments etc.
- x). Attending to the maintenance complaints and ensuring the proper maintenance and repairs etc.
- xi) Submitting occupation and vacation report etc.
- xii). Supervision of work of other worker like Electrician, Pump Operation, Gardner and Safaikaramcharis etc. and ensuring general up-keep ,cleanliness, sanitation, horticulture works and electrical works in the entire Vidyapeetha Campus.
- xiii) Responsible for compliance to the provisions of Labour Laws or requirements of Regulatory and Statutory Authorities.
- xiv) The Junior Engineer(Civil) shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xv) Any other work as and when assigned by the Competent Authority of the Vidyapeetha.

21. JUNIOR ENGINEER (ELECTRICAL)

The employee concerned who has been initially recruited on or after 1.1. 2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The following shall be the duties of the Junior Engineer (Electrical)

- i) The Junior Engineer (Electrical) shall be responsible to the Registrar through the Executive Engineer and he/she shall assist and work under the guidance and supervision of the Executive Engineer and Assistant Engineer and broadly perform the following duties as assigned to him from time to time.
- ii) Collection of engineering data, preparation of estimates, rough drawings etc.
- iii) Purchase, store, and issuance of materials, and organization of materials for works as per rules.
- iv) Recording of measurements of work done, preparation of abstracts of measurements, recovery statements, consumption statement, test checks etc.
- v) Maintenance of prescribed registers and record books etc.
- vi) Maintenance of temporary advances, standard M. Bs., maintenance and inspection of buildings etc.



- vii) Preparation of tender documents, awards letters, justifications, supervision of construction work, contractual job awarded to various agencies including CPWD.
- viii) Planning and execution of departmental works.
- ix) Preparation of accounts of bills for contractors and others and processing of payments etc.
- x) Attending to the maintenance complaints and ensuring the proper maintenance and repairs etc.
- xi) Supervision of work of other workers like Electrician, Pump operator etc. and ensuring general up-keep proper supply of water and electricity and all Electrical & Mechanical Works in the entire Vidyapeetha campus like Air-conditioning, Fire Fighting system, Fire alarm & fire detection system, Public address system, water lifting pumps, tube-wells, water purifiers, DG sets, Sub-Station Equipments etc.
- xii) Responsible for compliance of the provisions of Labour Laws or requirements of Regulatory and Statutory Authorities.
- xiii) To make all payment of the Electricity bills etc. of the Vidyapeetha on or before the due date of payment to avoid any penalty in this regards.
- xiv) Preparation of estimates for annual maintenance, estimate for additions/ alterations of existing installations estimate for petty new installations.
- xv) Verification of energy consumption bills received from local Electricity Supply Company, general supervision of energy meter to see whether they are working satisfactorily.
- xvi) To make necessary arrangements for consumption of the electricity.
- xvii) Preparation of electricity bills for consumers in the campus/ common points etc. and to send these bills to the respective departments for facilitating payment.
- xviii) The Junior Engineer (Electrical) shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the controlling officer for consideration and approval in time bound manner.
- xix) Any other work as and when assigned by the Competent Authority of the Vidyapeetha.

22. SEMI PROFESSIONAL ASSISTANT:

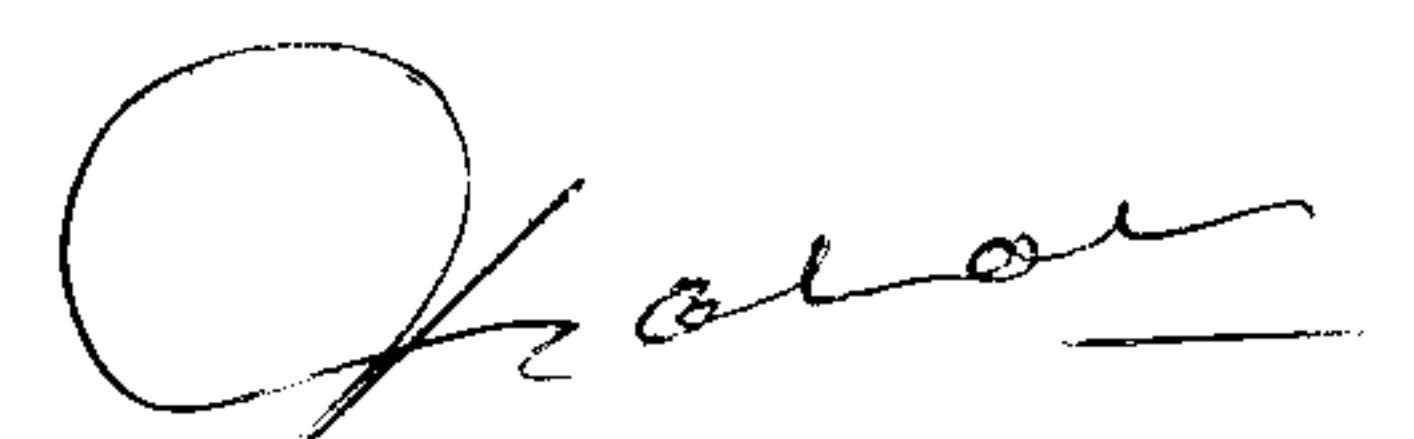
The Semi Professional Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Librarian/Library(Incharge)/Deputy Registrar broadly perform the following duties as assigned to him from time to time.

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

23. TECHNICAL ASSISTANT(LAB):

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

- i) The Technical Assistant shall work under the direction/supervision and In-charge of the Lab for the smooth functioning of the Laboratory of Shiksha Shastra Department and upkeep of equipment.
- ii) The Technical Assistant shall be responsible for operation, upkeep and maintenance of equipment entrusted to his care as also rectification of minor defects in these instruments.
- iii) The Technical Assistant shall maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory and obtain the signature of the In-charge/ Dean of the Faculty as the case may be.
- iv) The Technical Assistant shall carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him by the Dean/Head of the Department, Professor & Section In charge.
- v) Supervision of works of the subordinate technical staff, if any of the Laboratory and maintenance of the attendance register of the laboratory and timely submission of reports to the Section In-charge and Dean/HOD. Responsible for timely procurement of consumables and process the requisitions in advance for signature and onward transmission to the appropriate authority.



- vi) Technical Assistant(Lab) shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- vii) To provide the desired information sought under the RTI Act, 2005
- viii) And such other jobs that may be assigned to him by the Registrar/Dean/HOD/Section-In charge from time to time.
- ix) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.

24. TECHNICAL ASSISTANT(COMPUTER):

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

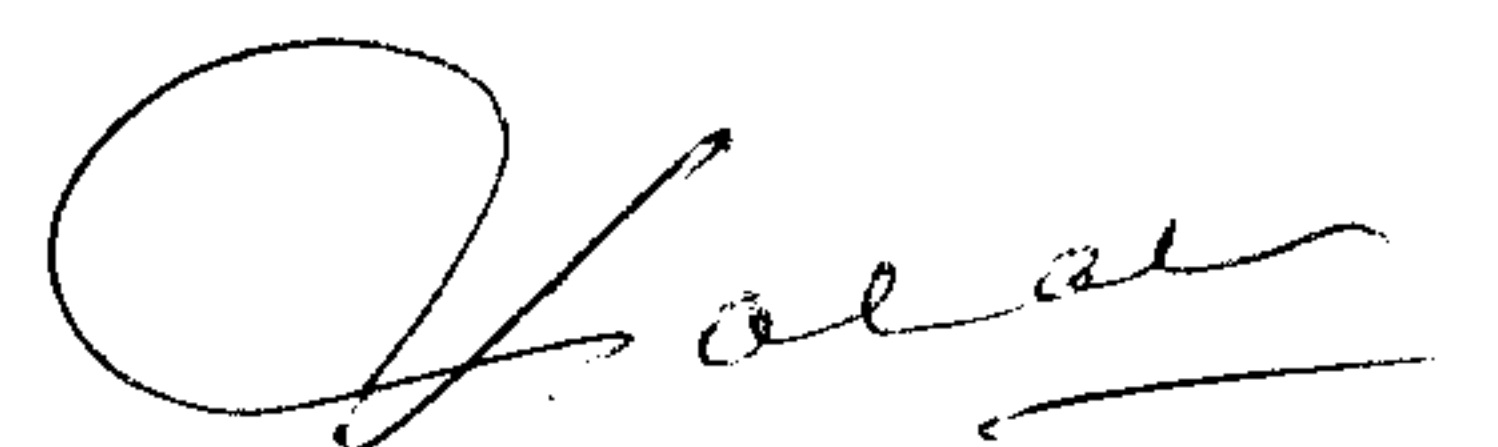
The Technical Assistant(Computer) shall :-

- i) be responsible to the Registrar and shall work under the direction/supervision of the In-charge of the concerned Department or Dean of the Faculty (wherever applicable).
- ii) be responsible for operation, upkeep and timely maintenance of equipment /instruments and rectification of minor defects in the equipment/ instruments.
- iii) maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory and obtain the signature of the In-charge/ Dean of the Faculty, as the case may be.
- iv) The Technical Assistant shall carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him by the Dean/Head of the Department, Professor & Section In charge.
- v) be responsible for supervision of works of the subordinate technical staff, if any of the Laboratory and maintenance of the attendance register of the laboratory and timely submission of reports to the In-charge/ Dean of the Faculty/HOD. He will be responsible for timely procurement of consumables and process the requisitions in advance for signature and onward transmission to the appropriate authority.
- vi) maintain the users records in respect of equipment/ instruments/internet or any type of Lab facilities of the department to be availed by the concerned students, research scholars and the employees of the Vidyapeetha.
- vii) Technical Assistant(Computer) shall be required to perform other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- viii) To provide the desired information sought under the RTI Act, 2005
- ix) And other duties and responsibilities that may be assigned to him by the Registrar/Dean/HOD/Section-In charge from time to time.
- x) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.

25. PROOF READER:

The Proof Reader shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Registrar/Deputy Registrar/HoD or any other unit In-charge and broadly perform the following duties as assigned to him from time to time.

- i) Proofs information included on an index printout and verifying whether such information is accurate.

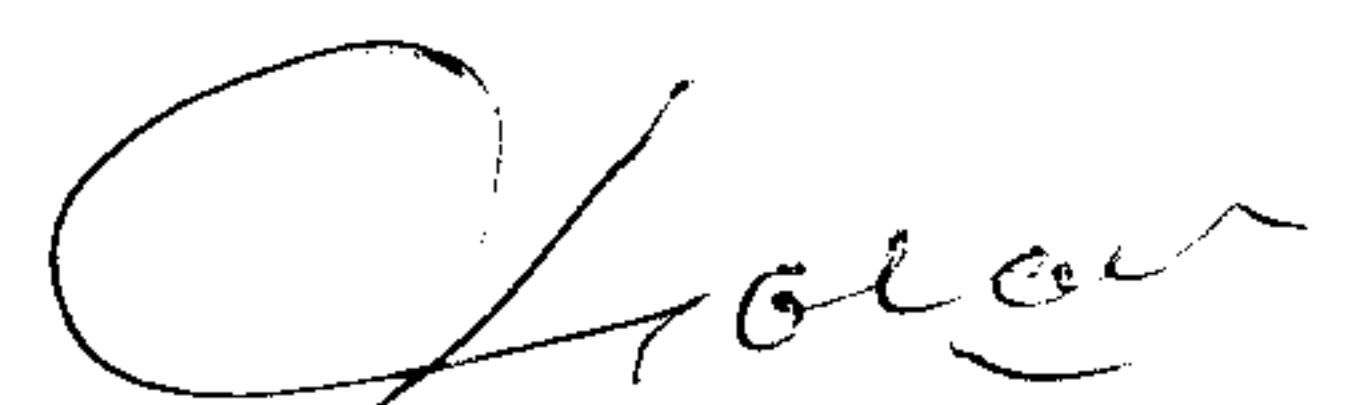


- ii) Reads proof against copy, using standardized code to mark grammatical or typographical errors that appear in proof.
- iii) Measures dimensions, spacing, and positioning of page elements (copy and illustrations) to verify conformance/adherence to specifications.
- iv) Marks errors using standardized code.
- v) Returns marked proof for correction.
- vi) Checks corrected proof against copy.
- vii) Typing of the draft manuscripts/research papers/articles, books.
- viii) Demonstrates level of accuracy and thoroughness and monitors his/her own work to ensure quality.
- ix) Meets productivity standards, completes work in timely manner, works quickly,
- x) Follows instructions, responds to management direction; take responsibility for own action, keeps commitments.
- xi) Proof-Reader shall be required to perform other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- xii) Proof-Reader shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner
- xiii) To provide the desired information sought under the RTI Act, 2005.
- xiv) And such other duties that may be assigned to him by the Registrar/Dean/HOD/Section-In charge from time to time.
- xv) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.

26. UPPER DIVISION CLERK :

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

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



27. **STENOGRAPHER:**

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

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

28. **ELECTRICIAN:**

The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The Electrician shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Junior Engineer, Assistant Engineer and Executive Engineer and broadly perform the following duties as assigned to him from time to time.

- i) To carry out construction, maintenance and repair, operation work of all electrical installations including HT/LT lines, sub-station equipment, air-conditioners, electric motors, pump sets. Etc.
- ii) To supervise and guide the work of junior skilled and unskilled personnel under their control.
- iii) To prepare estimates of materials required and help in purchase of materials required and keep proper account of materials issued.
- iv) to keep all tools and other materials required in clean and working order.
- v) To report any major fault to his superiors for necessary action
- vi) To start and operate the electric generators for proper electric supply.
- vii) To keep proper records of consumption of various materials including Fuel Oil, lubricating oil and other spare parts etc.
- vii) To inform sufficiently in advance the requirements of all materials needed for satisfactory running of the Sub-Station/ Generators etc. of the Vidyapeetha.
- viii) To make all payment of the Electricity Bills, Water Bill etc. of the Vidyapeetha on or before the due date of payment to avoid any penalty in this regard.
- ix) To make necessary arrangements for consumption of the electricity.
- x) Any other work as and when assigned by the Competent Authority/Unit In-charge of the Vidyapeetha.

29. **LIBRARY ASSISTANT:**

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

- i) Preparation of books selection slips, duplicate checking, accessioning, general typing work of the Library, typing catalogue cards, transcribing, catalogue card filling, registration (periodicals and news papers) routine, binding routine, circulation work and connected routine, processing the bills for payment, field work, other routine technical work as assigned.



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- ii) Library Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
 - iii) Library Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
 - iv) To provide the desired information sought under the RTI Act, 2005
 - v) Any other work as and when assigned by the Competent Authority/Unit In-charge of the Library of the Vidyapeetha.
 - vi) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.

30. LOWER DIVISION CLERK:

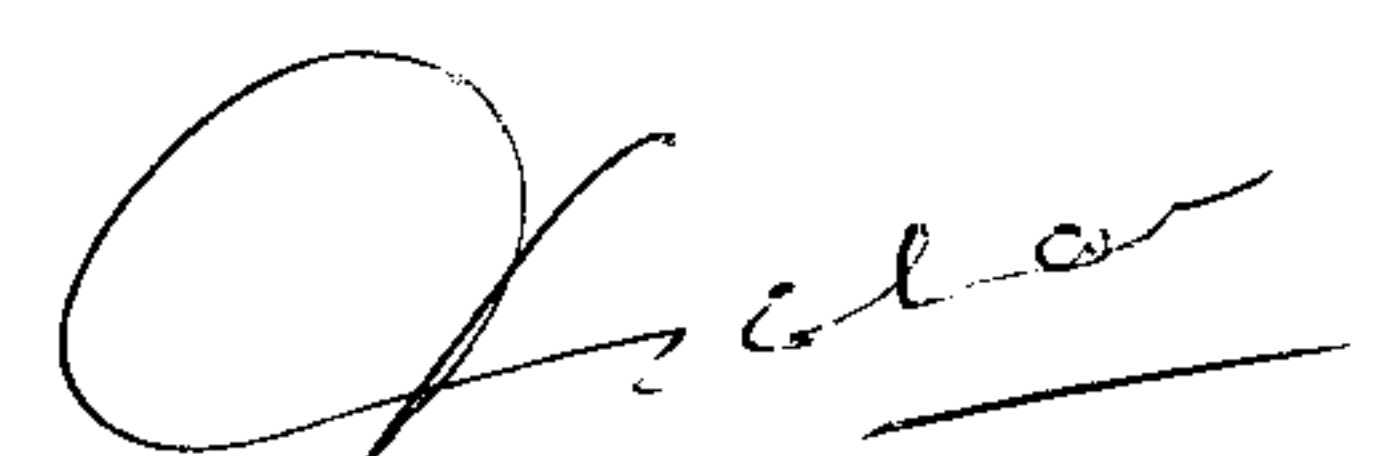
The Lower Division Clerk shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Section Officer, Assistant Registrar/Deputy Registrar or any other unit incharge and broadly perform the following duties as assigned to him from time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

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

31. STAFF CAR DRIVER:

The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The Staff Car Driver shall be responsible to the Registrar and Vice-Chancellor and broadly perform the following duties as assigned to him from time to time.

- i) Driving of the vehicles; to keep the record of the petrol and record of mileage; to carry out minor repairs maintenance of the vehicles. To drive the light and heavy vehicles of the university as per the duties allotted by the Officer-in-Charge from time to time. The drivers will be responsible for the proper maintenance/safety and timely renewal of the insurance policy of the vehicle/s.
- ii) Driving of light and heavy vehicles.
- iii) Dusting/cleaning the seats and the vehicles as a whole and washing the vehicles periodically.
- iv) Carrying the bags and other items of officers and guests travelling in the vehicle.
- v) He will be required to stay in the campus as and when the Staff Quarters will be allotted to him under the essential categories for performing the duties of Staff Car Driver. In case he declines to stay in the staff quarters at any stage during his service due to whatever circumstances, he will not be entitled to House Rent Allowance and disciplinary proceedings will be initiated against him on ground of breach of contract.



- vi) He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the Competent authority keeping in view the exigency of the work.
- vii) He will be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc within the Vidyapeetha and outside the Vidyapeetha, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements. While performing the duties of MTS, he should also come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.
- (viii) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.
- (ix) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

32. PUMP OPERATOR:

The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The Pump Operator shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Junior Engineer, Assistant Engineer and broadly perform the following duties as assigned to him from time to time.

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

33. COOK:

The employee concerned who has been recruited on or after 1.1.2006 shall be required to perform duties six days in a week compulsory as per rule- 36(xii) of these bye-laws. The



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

- i) Cooking of food items to the Guests as per their order/menu available in the guest house
- ii) He will store cooked food properly till distribution.
- iii) He will maintain the cooking ranges and other cooking appliances in good conditions.
- iv) House-Keeping, Maintenance of the register of the visitors, attending telephones, purchase of raw materials from the market, cleaning of the kitchen, utensils, crockeries of the Mess/Guest House of the Vidyapeetha .
- v) He will take safety precautions to prevent fire and injuries to those working in the kitch.
- vi) To supervise the work of junior kitchen staff posted there.
- vii) He will be required to perform duties from Monday to Saturday (six days week) within the prescribed number of working hours per week and within the frame work of rules.
- viii) He will also be required to perform duties before and after the office hours, shift duty in the night , Sunday and other holidays, as and when assigned by the Guest House In-charge/ Competent authority keeping in view the exigency of the work.
- ix) He will be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc within the Vidyapeetha and outside the Vidyapeetha, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms etc., as and when assigned by the competent authority keeping in view the administrative requirements.
- (x) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.
- xi) He will be required to perform any other duties as and when assigned by the -In-Charge - Guest House/ Competent Authority from time to time.

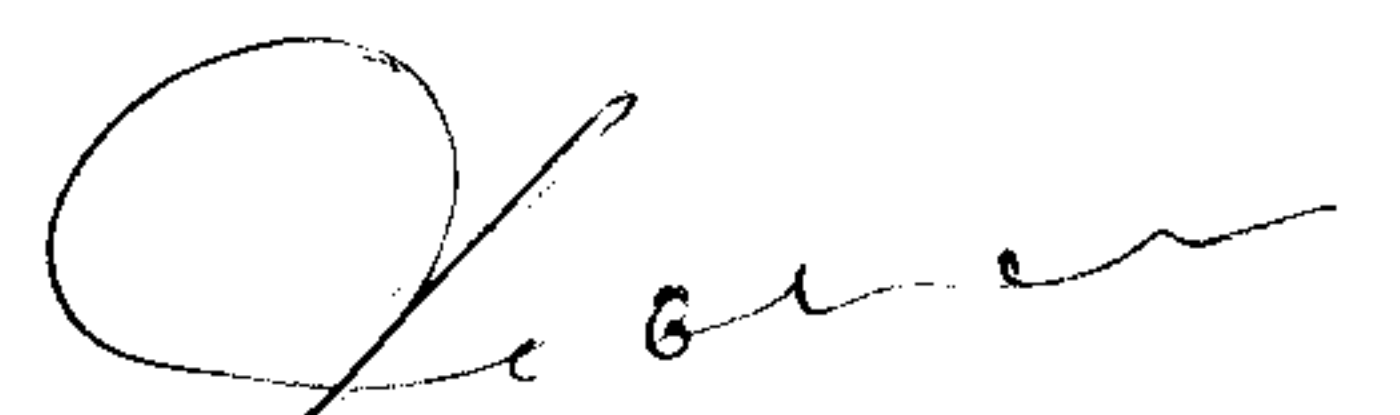
34. LIBRARY ATTENDANT:

The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The Library Attendant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Librarian/Incharge(Library) and broadly perform the following duties as assigned to him from time to time.

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

35. MULTI TASKING STAFF (MTS):

The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The MTS shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Section Officer/Assistant Registrar, Deputy Registrar or any other Unit Incharge broadly perform the following duties as assigned to him from time to time.



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

36. MESS ATTENDANT:

The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36 (xii) of these bye-laws. The Mess Attendant shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the In-charge(Guest House)/Hostel Warden or any other Unit Incharge broadly perform the following duties as assigned to him from time to time.

- i) Cleaning the rooms including furniture, windows, doors.
- ii) To work under the instructions of the respective Hostel Warden, Guest House In-charge or other designated supervisory staff.
- iii) Sweep and swab the verandas with water, dusting of the furniture kept in common places in the Mess/Hostel/Guest House, provide gate book to the watchman, operate geysers, the water pump, remove curtains and sofa covers for washing and replace the same, empty the waste paper baskets from the rooms,
- iv) attend to the sick students, such as bringing food/medical help, cleaning the room or wash the lien etc.
- v) Handover and take charge of Hostel materials for students/guests/residents, keep a watch on outsiders/ visitors, report unauthorised guests, report breakages in hostel/mess/guest house, distribution of mail. Note dates of arrival and departure of students/guests for the purpose of billing, get common repairs done by the Establishment Section.
- vi) Await arrival of guests at specified time of day or night, pick up the luggage, escort them to their rooms, place water in jugs, make the bed and provide other lien, see to the billing of the Guests and attend the guests while they are in the dining hall.
- vii) To serve meals to the students/guests and attend all other related works.
- viii) Assist the cooks in the preparation of all kinds of food articles such as atta making, chappati rolling, backing, cutting of vegetables, cleaning cereals, pulses, etc.
- ix) Assisting in preparing tea/coffee and carrying and distributing it to faculty and staff if required.
- x) Carrying provisions from shops and markets as and when the need arises, by travelling in local bus/training.
- xi) All other duties that may be assigned from time to time by the supervisory officer/HOD/Uni-In-charge.
- xii) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.



37. ATTENDANT(HEALTH CENTRE):

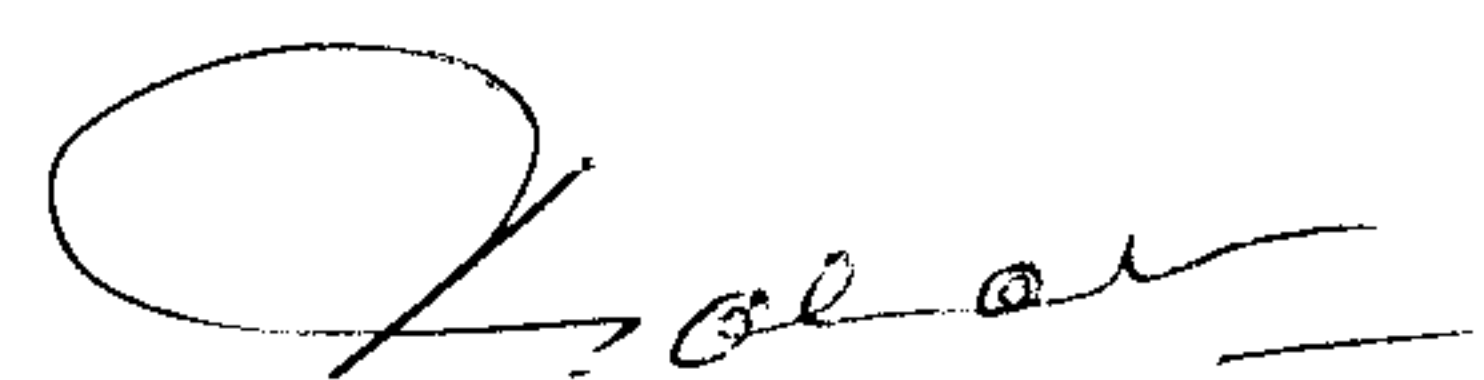
The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws.

- i) The Attendant (Health Centre) shall be responsible to the Registrar and he/she shall assist and work under the guidance and supervision of the Medical Officer/In-charge-(Health Centre) and broadly perform the following duties as assigned to him from time to time.
- ii) Cleaning the rooms including medical equipment, furniture etc. of the Health Centre.
- iii) To attend the OPD patients, maintain OPD register, maintain the record of medicine and medical equipment of health centre and perform other related works like their dressing, provide first-aid, vaccination as per the advice of Medical Officer and purchase necessary medicines from shops and markets as and when the need arises, by travelling in local bus.
- iv) In addition to the above-mentioned duties, he shall be required to take charge of the movement of official dak like letters, office orders, notifications etc within the Vidyapeetha and outside the Vidyapeetha, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms. He is required to perform any other duties like duties in the guest house, mess, gardening, watch & ward, technical job as per his suitability operation of photocopier machine, typing work on computer etc. The duties may be given in the night shift also in the exigency of services.
- v) Further, he will also be required to drive staff car of the Vidyapeetha (with valid professional license) as per his suitability as and when required. In case, he has no professional valid driving license at the time of appointment, he will be required to produce a copy of the valid professional driving license issued by the government Licensing Authority as early as possible. This will be applicable for the appointment made on or after 1.1.2006
- vi) In addition to their responsibilities in the concerned unit/department, the appointees will be required to perform other duties as when assigned by the Vidyapeetha Administration from time to time. He should come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.
- vii) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.

38. LAB ATTENDANT (PSYCHOLOGY / COMPUTER LAB):

The employee concerned who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule- 36(xii) of these bye-laws. The Lab Attendant shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the HoD/Dean or any other Unit In-charge broadly perform the following duties as assigned to him from time to time.

- i) (a) come to the place of work half-an-hour before the commencement of office hours and to leave after half-an-hour of the closure of the office or after all the officials leave the office which is also applicable in case of the other MTS employees of the Vidyapeetha. (b) carry out the work of proper dusting of racks, table, equipment and furniture etc. of the Psychology/Computer Labs of the Vidyapeetha. (c) take charge of the movement of official daks like letters, office orders, notifications etc within the Vidyapeetha and outside the Vidyapeetha and fetch drinking water etc. required by the staff; (d) shift furniture, books, study materials, examination documents/files and other office equipment from one place to the other, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, (e) maintain files/office record in a tidy conditions and render assistance for all kinds of despatch work; (f) keep safely the keys of the Department/Laboratory Rooms of the Vidyapeetha and to lock and open the Department/Laboratory Rooms. (g) perform any other



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duties like duties in the Guest House, Mess, Gardening, Watch & Ward, Technical job as per his suitability including operation of Photocopier Machine etc. (h) perform duties as may be given even during odd hours and night time in the exigency of services.

- ii) ensure that no items/movable property belonging to the Psychology/Computer Labs of the Vidyapeetha are taken/removed by any unauthorised person without consent of the appropriate authority.
- iii) In addition to the responsibilities of the concerned Department/Laboratory, he/she will be required to perform other duties as and when assigned to him by the In-charge of the Department/ Labs or the Registrar and Vice-Chancellor of the Vidyapeetha.
- iv) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Vidyapeetha.

39. SWEEPER-CUM-FARASH:

The Sweeper-cum-Farash shall be responsible to the Executive Engineer and Assistant Engineer. He/she shall assist and work under the guidance and supervision of the Care-Taking(Incharge)/Junior Engineer or any other Unit Incharge broadly perform the following duties as assigned to him from time to time.

- (i) Sweep and swab the floor, walls, windows, staircases, terraces of buildings/quarters, roads, laboratories, surroundings of building etc. everyday.
- (ii) Remove the cobwebs from ceilings and clean the lights in the toilets, fill the liquid soap, toilet papers etc.
- (iii) He/she will work in the Main Building, Hostels, staff quarters or any other places on the Campus as per the allocation of duties
- (iv) Removal of dead animals such as dogs, crows, snakes, etc. from the campus and dispose them off in the municipal dust-bins.
- (v) Carry all the garbages from the campus and disposing these things outside the campus premises in the municipal dust-bins and/or the wheel barrows in their proper place after thorough cleaning.
- (vi) All other duties that as may be assigned from time to time by the Supervisory Officer or HOD or Unit-In-charge.

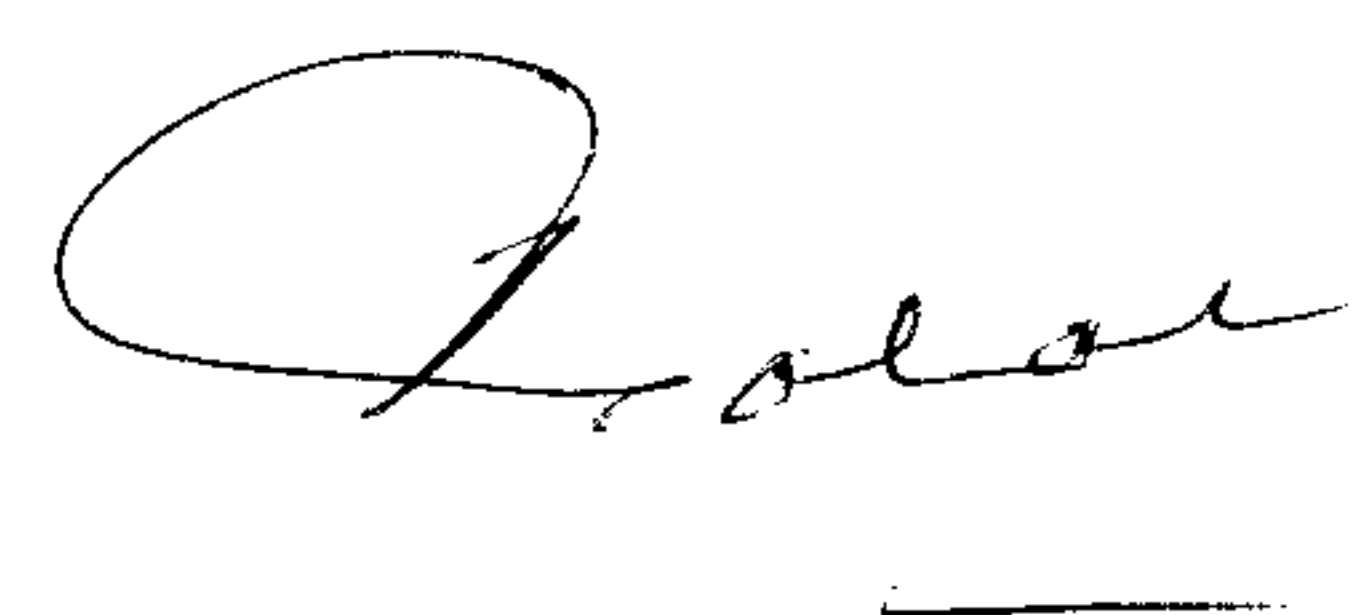


CENTRE FOR WOMEN'S STUDIES:**1. DIRECTOR (CWS):**

- i) The Director(CWS), Centre for Women's Studies shall perform all duties strictly as per the guidelines of the UGC as amended from time to time.
- ii) In accordance with the UGC's directives, he/she will be required to function in the centre satisfactorily and to ensure the implementation of the programme in the Vidyapeetha failing which he/she will be accountable for all adverse observations and consequential action, if any taken by the UGC against the Centre.
- iii) In addition to responsibilities in the concerned Centre, he/she will be required to perform the teaching or other duties of the department of Women's Studies or of the Vidyapeetha as a whole as when assigned by the Competent Authority.
- iv) The Director of the Centre for Women's Studies shall be responsible to the Vice-Chancellor directly or through any Dean as per the decision of the Vice-Chancellor.
- v) The Director of the Centre for Women's Studies shall be the overall In- charge of the Centre and shall supervise the performance of the teaching and non-teaching staff and monitor their activities on a regular basis.
- vi) Providing the desired information sought under the RTI Act, 2005.
- vii) Any other duties as and when assigned by the Controlling Authority of the Vidyapeetha.

2. RESEARCH ASSISTANT (CWS):

- i) The Research Assistant(CWS), Centre for Women's Studies shall perform all duties which are applicable to all the Research Assistants (mentioned in the Schedule-III - S. No. 12) and has to abide by the guidelines of the UGC as amended from time to time.
- ii) In accordance with the UGC's directives, he/she will be required to function in the Centre and perform satisfactorily to ensure the implementation of the programme in the Vidyapeetha failing which he/she will be held responsible for all the adverse observations and consequential action, if any taken by the UGC against the Centre.
- iii) He/she is also required to co-ordinate in the projects, schemes , research work which is subject to review periodically.
- iv) Research Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- iii) Research Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner
- iv) In addition to the responsibilities in the concerned Centre, he/she will be required to perform the other duties of the Centre for Women's Studies or of the Vidyapeetha as a whole as when assigned by the Competent Authority.
- v) Any other administrative duties as and when assigned by the Vidyapeetha.



OTHER POSITIONS ALREADY PROPOSED TO THE UGC:

1. INTERNAL AUDIT OFFICER (IAO):

(i) Pre-Audit :

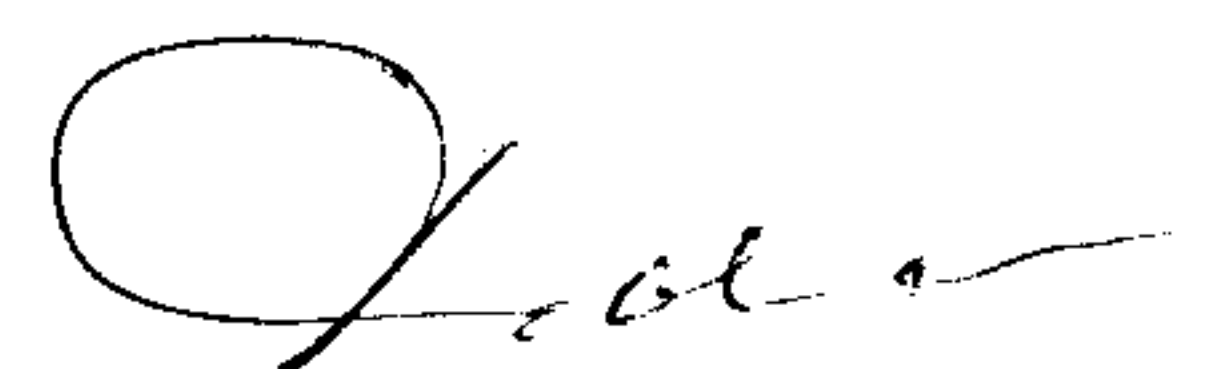
- (a) Procurement proposals for equipment etc.
- (b) Proposal of construction activities of both civil & electrical works.
- (c) Final bills of works.
- (d) Agreements for procurement of equipment etc. valuing more than Rs. 5 lakhs.
- (e) Agreements of works with contractors.
- (f) Travelling Allowance bills as and when necessary..
- (g) Pay fixation cases of the employees.
- (h) Final settlement cases of Provident Fund, Pension, Gratuity, Encashment of leave of staff of the University.
- (i) Writing off non-consumable items or assets, if any, condemnation of equipment/furniture, materials, buy-back arrangements etc.

(ii) Post-Audit:

- (a) Execution of purchase orders of equipment, stores, etc. and the payment of the value of the stores received in accordance with the terms and conditions of the purchase order and agreement.
- (b) Stock registers.
- (c) Adjustment of temporary advances.
- (d) Imprest Account.
- (e) Execution of works contracts.
- (f) Review of Physical verification reports of stores of the Vidyapeetha including Engineering Stores.
- (g) Special audit of any section/department/unit/Hostel/Mess/Guest house etc. of the Vidyapeetha.
- (h) To report on wasteful and nugatory expenditure, losses incurred due to inadequate planning or faulty implementation, if any.
- (i) Checking of the Service Books, Leave Account, etc.
- (j) Review the progress of the various projects funded by Govt. Departments, other Research Institutions etc. from time to time.

(iii) Other duties:

- (a) Ensuring surprise checks of Cash inspection in each month by an officer other than Finance and Accounts Wing nominated by the competent authority.
- (b) To be associated as one of the members of the Central Purchase Committee for formulating purchase guidelines in the light of the Govt. Rules for various requirements of the Vidyapeetha.
- (c) Drafting of Internal Audit Manual of the Vidyapeetha and submit it for approval of the competent authority.
- (d) Review the internal control policies, plans and procedures and make suggestions for improvement.



- (e) Interact with the audit of the CAG of India and deal with the matters relating to Statutory Audit of the CAG of India.
- (f) To render the opinion on the service matters of teaching and non-teaching staff with reference to Central Govt. Rules or on any other matter as the Registrar, Finance Officer and the Vice-Chancellor may refer from time to time.
- (g) To attend to the meetings as a member on the matters relating to MOUs., proposals under Universities with potential for Excellence. Auction of unserviceable stores etc.
- (i) Any other work assigned by V.C. from time to time.

2. PRINCIPAL PRIVATE SECRETARY (PPS):

1. Exercise control over the functioning of the officers of the Secretariat with a supervisory responsibility.
2. Exercise overall administration control over the staff of the Secretariat and constantly monitor, re-allocate their activities and duties.
3. Responsible for the safe custody of all the files including classified, restricted and top-secret papers of the secretariat and maintain strict confidentiality on all matters related to the Officer's work of any nature.
4.
 - a) Taking dictation and typing from manuscripts/other types or printed matters, filing, maintaining all the files in the Secretariat of the Officer on various matters, retrieval of information and documents whenever required, attending to telephone calls and taking down messages; and promptly conveying them to the officer.
 - b) Accepting all letters, notices and other papers sent to the officer.
 - c) Works related to web-site/e-mail etc.
 - d) Maintenance of diary relating to priority works/ engagement/programmes of the officer concerned.
 - e) Preparation of agendas/minutes/recommendations of the meetings of different committees, maintenance of office decorum, general cleanliness of office, equipment etc and such other works as and when assigned to him during working or non-working hours as per the exigency of the service.
5. Time-Management - Organising the work schedule of the officer /appointments/co-ordination between officer and other officers of the of the universities and outside, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for record.
6. Drafting letters/notes for the Officer and handling correspondence independently.
7. Maintaining excellent public relations and arranging meetings.
8. Liaison and follow-up action on matters with internal faculty/officers/staff and outside agencies/organizations.
9. Making travel arrangements for the Officer and summarizing the document
10. Preparing information for Annual Reports, Newsletter, etc., pertaining to the Secretariat's activities.
11. Providing the desired information sought under the RTI Act, 2005.
12. Annual Confidential Reports/work & conduct reports of the staff of the Secretariat.
13. Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.

