

**REGULATIONS OF RECRUITMENT
RULES AND SERVICE CONDITIONS OF
THE NON-TEACHING EMPLOYEES - 2022**



CENTRAL SANSKRIT UNIVERSITY

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CENTRAL SANSKRIT UNIVERSITY, DELHI

REGULATIONS OF RECRUITMENT RULES AND SERVICE CONDITIONS OF THE NON-TEACHING EMPLOYEES - 2022

1. SHORT TITLE AND COMMENCEMENT:

- 1.1 This Regulation shall be called hereafter the “**Regulations of Recruitment Rules and Service Conditions of the Non-Teaching Employees - 2022 of Central Sanskrit University, Delhi**”.
- 1.2 This Regulation shall come into force with effect from the date of notification by the University.

2. EXTENT OF APPLICATION:

- 2.1 These Recruitment Rules shall apply to all appointments through direct recruitment, promotion and deputation of non-teaching employees on regular or tenure basis.
- 2.2 The manner of appointment, conditions of service, admissible emoluments etc. of the Non-Teaching employees who were appointed under the pre-amended Recruitment Rules, shall be deemed to have been covered under these Rules.
- 2.3 Instructions issued by the Government of India/UGC regarding the appointment, conditions of service and admissible emoluments etc. of the Non-Teaching employees from time to time shall be incorporated in these Rules after due approval of the Executive Council.

3. DEFINITIONS:

- 3.1 In these Rules, unless otherwise stated:
 - 3.1.1 ‘Act’ means the Central Sanskrit Universities Act, 2020 (No.5 of 2020).
 - 3.1.2 ‘Age’ means the upper age limit as specified in the Recruitment Rules.
 - 3.1.3 ‘Appointing Authority’ means the authority competent to make appointment to that post under the Central Sanskrit Universities Act, 2020, Rules, Statutes and Ordinances thereto.
 - 3.1.4 ‘Cadre’ means the strength of service or a part of service sanctioned as separate unit.
 - 3.1.5 ‘Chancellor’ means Chancellor of the University

- 3.1.6 'Controller of Examinations' means Controller of Examinations of the University and includes Acting Controller of Examinations or Controller of Examinations In-charge.
- 3.1.7 'Departmental Candidate' means the employee working on regular basis against a substantive post in the University, but does not include person(s) working on ad-hoc, daily wage, contract or temporary basis etc.
- 3.1.8 'Departmental Promotion Committee' means the Departmental Promotion Committee as specified in these Rules.
- 3.1.9 'Departmental Confirmation Committee' means the Departmental Confirmation Committee as specified in these Rules.
- 3.1.10 'Direct Recruitment' means a recruitment made other than by promotion, deputation or absorption, contract basis.
- 3.1.11 'Executive Council' means the Executive Council of the University.
- 3.1.12 'Employee' means any person appointed by the University on regular basis and includes teaching and non-teaching staff, but does not include an employee of any Institution or Adarsh Sanskrit Mahavidyalya/Adarsh Sanskrit Shodh Sansthan or College or School getting grant-in-aid to any extent whatsoever, or affiliated or recognized, by the University.
- 3.1.13 'Finance Committee' means the Finance Committee of the University.
- 3.1.14 'Finance Officer' means the Finance Officer of the University and includes Acting Finance Officer or Finance Officer In-charge.
- 3.1.15 'Government' means the Government of India.
- 3.1.16 'Non-Teaching Employee' means an employee of the University other than employees appointed on teaching and other academic posts in the University and such other employees as defined otherwise.
- 3.1.17 'Regular Service' means service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wages/temporary/ad-hoc basis.
- 3.1.18 'Registrar' means the Registrar of the University and includes Acting Registrar or Registrar In-charge.
- 3.1.19 'SC' means Schedule Caste, 'ST' means Schedule Tribe, 'OBC' means Other Backward Classes, 'EWS' means Economically Weaker Sections and 'PwBD' means Persons with Benchmark Disabilities.
- 3.1.20 'Section' means a section of the Central Sanskrit Universities Act, 2020.

- 3.1.21 'Schedule' means a schedule appended to these Rules.
- 3.1.22 'Selection Committee' means a Selection Committee as specified in these Rules.
- 3.1.23 'Temporary / Contract / Daily Wage-Worker' means any person engaged on temporary /contract / daily wage basis directly by the University and not through any agency / labour contractor etc..
- 3.1.24 'University' means Central Sanskrit University, Delhi established under Central Sanskrit Universities Act, 2020.
- 3.1.25 'Vice-Chancellor' means the Vice-Chancellor of the University.

4. CLASSIFICATION OF THE EMPLOYEES OF THE UNIVERSITY:

- 4.1 Group "A"
- 4.2 Group "B"
- 4.3 Group "C"

5. APPOINTING AUTHORITY:

Pursuant to Statutes 12 (ii), 12 (iv) and 20 (1) of Central Sanskrit Universities Act, 2020:-

- 5.1 the Appointing Authority for the posts of Professor, Associate Professor, Assistant Professor, Registrar, Finance Officer, Controller of Examinations and Librarian in Group 'A' shall be the Executive Council.
- 5.2 the Appointing Authority for the remaining posts in Group 'A' other than specified at 5.1 above and posts in Groups 'B' and 'C' shall be the Vice-Chancellor.

6. SCHEDULE:

The number of posts, their classification, scales of pay, details of qualifications, experience, method of recruitment, age limit etc. for various posts and any other information relevant to these posts are attached thereto shall be as specified in the respective schedules as given below:

Sl. No.	Schedule	Subject	Page Nos.	
			From	To
1	Schedule-I	Cadre Strength of sanctioned Non-Teaching Posts	27	32
2	Schedule-II	Recruitment Rules including Eligibility Criteria and other information relevant to the sanctioned Non-teaching posts	33	100
3	Schedule- III	Duties and Responsibilities	101	121

7. METHOD OF RECRUITMENT:

- 7.1 The recruitment to various Non-Teaching posts shall be made by the appointing authority by the following methods in the University:-
- 7.1.1 Direct Recruitment
 - 7.1.2 Promotion
 - 7.1.3 Deputation with or without the provision of absorption
 - 7.1.4 Appointment on Temporary / Tenure / Contract basis
 - 7.1.5 Re-employment of persons who have retired from service

Note:- Notwithstanding the above, under approval of the Executive Council, the Vice-Chancellor may engage retired employees/make temporary appointments for short period of one year subject to extension as per requirement. Such engagements shall be made against the temporary positions created by the Executive Council depending upon the exigency of the situation after assessment of the suitability and observance of due procedure.

8. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE IN RESPECT OF NON-TEACHING STAFF:

- 8.1 The authorized permanent strength of various grades of the service in respect of Non-Teaching staff as on the date of Notification shall be as specified in Schedule I. (The strength indicated in the schedule is for the University, unless specified otherwise). This may vary in accordance with UGC/Ministry of Education Notifications in this respect and adopted by University accordingly from time to time.
- 8.2 After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the University, and notified accordingly, after due approval.

Provided that the Vice-Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

9. FUTURE MAINTENANCE OF THE CADRE/POSTS:

- 9.1 All the appointments made through the methods of recruitment, mentioned under Rule 7 above, in the University after Notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add/abolish such other posts and/or Cadre with the prior approval of Ministry of Education after notification of these rules.
- 9.2 The seniority of the employees borne in each cadre/posts specified in these rules shall be maintained by the Registrar of the University and/or other Officer authorized for the purpose by the Competent Authority.

Note:- Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or Registrar.

10. INITIAL CONSTITUTION:

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

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

11. PROCEDURES FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS:

11.1 Issue of Advertisement:-

11.1.1 All sanctioned posts in the University belong to All India Cadre. Advertisement for vacant posts shall be published at All India Level and centralized Selection Process of the same shall be conducted.

11.1.2 The vacant posts of permanent nature, posts approved under specific schemes, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised at an appropriate time, giving at least one insertion in any of the National Dailies, one insertion in the Employment News and the University website.

Note:- (a) In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application may be indicated in the advertisement. Detailed advertisement shall be given in the website of the University/Campus. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch.

(b) Applications for engagement of retired employees and/or for short term contractual engagement and also on deputation may be invited through any other mode, such as the circular, notification on the website and Notice Board of the University.

(c) Notwithstanding the provisions mentioned at column No. 10 of each post under Schedule-II, the University may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the University with proper justification.

11.2 Time limit for Recruitment process

The University may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months.

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

11.3 Application Form

- (a) Applications for all the posts shall be entertained only through online mechanism along with online payment of application fee, if any. In exceptional circumstances, the Vice-Chancellor may waive the condition of online application to offline application.
- (b) The schedule of charges for the application form and the prescribed fee shall be determined by the University, from time to time. Concession in application/processing fee, wherever provided, shall be as per Government of India norms.
- (c) **Receipt of applications after the closing date:** The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement to the press. However, the Vice-Chancellor may, at his/her discretion may decide to curtail the above prescribed days of receipt of applications in any advertisement, keeping in view the exigency of the situation. The Vice Chancellor may also decide the extension of the closing date for receipt of applications given in any advertisement. Incomplete applications, and the applications received after the due date, shall not be entertained. In case of receipt of applications through off line mode, the Vice-Chancellor may allow the acceptance of any application received after the closing date, subject to production of proof by the candidate that the application along with the enclosures and the fee remittance details, if any was posted by him/her on or before the closing date. When the closing date falls on a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, along with the prescribed fee and self-certified enclosures, etc., shall be summarily rejected.

11.4. Holding of Written/Skill Tests:

- (a) While filling up the posts under direct recruitment, the University shall conduct the written and/or Skill test for all Group "B", and "C" Non-Teaching posts, as the case may be. The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English, Hindi and basic knowledge of Sanskrit etc., wherever applicable, and noting &

drafting etc., and/or skill test, or any other type of test depending upon the job requirements to be decided by the University. The University may conduct written test at two stages i.e, (i) qualifying test (Paper-I) consisting of the objective-type questions carrying 100 marks, and (ii) the Descriptive-type test (Paper-II) carrying 100 marks. The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 40% marks in Paper-II shall be called for the skill test, wherever applicable. The merit of the candidates shall be drawn based on the performance in Paper-I (Objective test) and Paper-II (Descriptive test) subject to qualifying the skill test.

Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements etc.

- (b) The marks allocated for the interview wherever applicable, shall be 20% of the marks allocated for written test and the credit shall be added to the credit scored in Paper-I and Paper-II for the preparation of the merit list.
- (c) In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (now Ministry of Education), there shall be no interview for appointment to the Group 'C' and 'B' posts carrying Grade Pay of Rs. 4600/- or less. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts except Section Officer and other posts of technical nature, as decided by the University.
- (d) The Competent Authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (e) Relaxation in qualifying marks or any other relaxation in the test, if any, for the reserved categories shall be extended as per Government of India guidelines.
- (f) The University may at its discretion adopt appropriate methods/procedures for recruitment to Group 'A' non-teaching posts other than statutory posts, on similar lines as given above.

11.5. Conduct of the Written test for Non-Teaching posts through outside agency.

The Competent Authority of the University may at its discretion get the written test/skill test conducted for the Non-Teaching Posts specified in 11.4 (a) & 11.4 (f) herein above, through any Government approved/authorized agency.

12. DATE OF ISSUE OF ADVERTISEMENT:-

In each case, the advertisement will be issued well in advance as per requirement.

13. VALIDITY PERIOD OF ADVERTISEMENT:

Where the Selection Committee has not even met after the lapse of 12 months with effect from the closing date of application for any post shall ordinarily be re-advertised, provided that, if in the opinion of the Vice-Chancellor the circumstances so necessitate, the University may extend the validity of the advertisement for further six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months with effect from the closing date of the receipt of applications.

14. QUALIFICATIONS AND EXPERIENCE

The minimum qualifications and experience required shall be as indicated in the **Schedule-II**.

15. AGE LIMIT

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

16. RESERVATION OF POSTS

16.1 The University shall strictly follow the norms of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment/promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.

16.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate [pertaining to the determination of degrees of disability in case of PwBD (Person with Benchmark Disability) candidates] from the Competent Authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.

16.3 A candidate belonging to SC/ST/OBC/EWS who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.

16.4 When a relaxed standard is applied in selecting any SC/ST/OBC/EWS candidates, those candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for the consideration against unreserved vacancies.

Note: Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

17. CONSTITUTION AND ROLE OF THE SCREENING COMMITTEE:

- 17.1 The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- 17.2 A nominee of the Vice-Chancellor shall be the Chairman of Screening Committee. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.
- 17.3 The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules.
- 17.4 Except for the posts of Registrar, Finance Officer, Controller of Examination, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:20 and the minimum ratio shall not be less than 1:3. In order to comply with the requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates.
- 17.5 If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. However, if after re-advertisement, the minimum prescribed number of candidates is not available, the University may take appropriate action with regard to the selection.
- 17.6 In case of posts in which there is a provision for holding a common written test, all the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:20.
- 17.7 The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

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

- 18. COMPOSITION AND FUNCTIONING OF THE SELECTION COMMITTEE**
- 18.1 The Composition of Selection Committee shall be as prescribed in the Statues/Ordinances/UGC Regulations/University Recruitment Rules.
- 18.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.
- 18.3 If two or more candidates are recommended, the recommendations shall be made in order of merit.
- 18.4 No recommendation shall be made with a condition attached to it.
- 19. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES / DEPARTMENTAL CONFIRMATION COMMITTEES.**
- 19.1 The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/Departmental Confirmation Committees is specified in the **Schedule-II**. The Vice-Chancellor, at his/her discretion, may include the Head or any other senior member of the unit concerned, (in the absence of the Head of the Unit) in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the University.
- 19.2 Wherever applicable, the Committees may include a member from SC/ST/OBC/Minorities/Women. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the Government of India/UGC guidelines.
(Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10thMay, 2013).
- 19.3 A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he/she is related to any candidate or there would be any conflict of interest in case of his/her association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the interview/ selection process.
- 20. DEPUTATION WITH OR WITHOUT THE PROVISION FOR ABSORPTION:**
- 20.1 In case the appointment is to be made on deputation basis or on absorption basis, the post has to be advertised and circulation may also be made to other Universities and Government Departments, as the case may be, for wider publicity and to ensure a fair process of selection. The period of deputation shall be decided by the Vice-Chancellor as per requirement keeping in view of the Government of India rule.
- 20.2 When the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for a maximum period

as prescribed by the UGC/Government of India from time to time or till he/she attains the age of superannuation prescribed for that particular cadre, whichever is earlier. The appointment on deputation may be made initially for a period of two years which be extended on yearly basis upto the maximum period subject to satisfactory performance, good demeanour and high integrity.

- 20.3 The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage, in the opinion of the Competent Authority or in the event of the repatriation of the employee against whose vacancy the deputationist employee was working.
- 20.4 Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his/her period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his/her parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision.
- 20.5 In case he/she is absorbed in the University, he/she shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

21. APPOINTMENT ON DIRECT RECRUITMENT/CONTRACT BASIS IN TENURE POSTS:

The appointment on Direct Recruitment/Contract basis in tenure posts may be made initially for a period of two years, which will be extended on yearly basis upto the maximum period of prescribed tenure subject to satisfactory performance, good demeanour and high integrity.

22. QUORUM:

The Quorum for the Selection Committees and Departmental Promotion Committees/Departmental Confirmation Committees shall be as prescribed under Statutes of the University, UGC Regulations/Notifications/Instructions/Government of India norms as amended from time to time.

23. DIRECT RECRUITMENT BY OPEN SELECTION:

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

- 23.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.
- 23.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- 23.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- 23.5 The recommendations of the Selection Committee for Statutory posts shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the visitor for final orders as prescribed under Statute 20(5).
- 23.6 The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the Vice Chancellor as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not acceptable, the Vice Chancellor may refer the case to the Executive Council for a decision. The power to approve or disapprove the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

24. SENIORITY

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

25. APPOINTMENT AND JOINING TIME

- 25.1 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
- 25.2 An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one month) after which the offer would lapse automatically if the candidate did not join within the specified period.
- 25.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the Competent Authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his/her seniority fixed under

the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority. Under exceptional circumstances, the Executive Council may extend the period of the joining beyond six months. However, in such cases, the seniority of the appointee shall be depressed to the date of joining.

26. PROMOTION:

26.1 Departmental Promotions for Group 'B' and Group 'C' Non-Teaching posts are facilitated by way of two methods –(i) Seniority-cum-Fitness (SCF) and/or (ii) Merit-cum-Fitness (MCF) through Limited Departmental Competitive Examination (LDCE) in specified post/cadre. Wherever applicable, percentage of Departmental Promotions under the above methods is given in **Schedule -II**.

a. Seniority-cum-Fitness (SCF)

Promotion under Seniority-cum-Fitness category shall be made on the recommendation of the Departmental Promotion Committee (DPC) as per available vacancies and the Reservation Roster.

b. Merit-cum-Fitness (MCF)

Promotion under Merit-cum-Fitness category shall be made on the recommendation of the Departmental Promotion Committee (DPC) as per available vacancies and the Reservation Roster. University shall hold Limited Departmental Competitive Examination (LDCE) and trade/skill test, wherever required, to assess the skill of the employee in certain cadres. It is mandatory to secure the percentage of marks prescribed in both the written and the skill tests for consideration for promotion. The merit of the candidates shall be drawn based on the marks obtained in written test(s) subject to qualifying the skill test.

26.2 The Vice-Chancellor being the Competent Authority shall frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc..

26.3 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.

26.4 Promotion is earned by dint of hard work, good conduct and result-oriented performance as reflected in the APARs. Only performance reported 'good'/benchmark as prescribed by the GOI/UGC/ University, consistently for the preceding 5 years of service shall be taken into consideration by the DPC.

26.5 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause 26.4.

26.6 In case there is any adverse entry in the APAR, or for 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 does not increase the score after review of performance as per procedures, 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 Rules.

- 26.7 The eligibility criteria, Vigilance Clearance Reports, and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per Government of India rules.
- 26.8 In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/STs/applicable category, to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.
- 26.9 The assessment of each employee shall be made on evaluation of all as referred in clause 26.7 above. The DPC shall make its own assessment of the employees and shall determine the merit of those being assessed for promotion with reference to the benchmark "Very Good" i.e. minimum score 7 for all Group 'A', 'B' and 'C' 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 seniority in the feeder grade subject to availability/occurring 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:-

Sl.No	Grading System and Score in APAR
(i)	Grade "between 8 to 10" shall be rated as 'outstanding' and shall 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 shall 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 shall 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'.

- 26.10 The meeting of the Departmental Promotion Committee (DPC) may be convened twice a year (January & July) or as and when required depending upon the availability of vacancy.

- 26.11 The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- 26.12 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 on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.
- 26.13 The following cases shall be brought to the notice of the DPC:-
- (i) Employees under suspension;
 - (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 shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his/her promotion shall be determined and he/she will be promoted notionally with reference to the date of promotion of his/her junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

- 26.14 The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.
- 26.15 The University may at its discretion adopt appropriate methods/procedures for promotions to Group 'A' non-teaching posts other than statutory posts, on similar lines as given above.

27. FUNCTIONS OF THE DPC

- 27.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed in **Schedule-II**.

27.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

- (i) Provisions of the Rules/Act/Statutes/Ordinances/University Regulations/UGC Regulations/guidelines and GOI Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories.
- (iii) Work and Conduct Reports.
- (iv) 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 Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of India rules.
- (v) Vigilance Clearance Report .
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
- (vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.
- (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note: In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self appraisal report(s) duly filled-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 immediately 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.

28. MODE OF PROMOTION

28.1 In addition to the conditions for promotion for the posts, as specified at clause 28.4 below, the University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this

purpose, the University, at its discretion, may opt the fitness cum-seniority or hold written test 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 be mandatory.

- 28.2 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 (APARs), Vigilance Clearance Reports, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the University.
- 28.3 All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining the promoted post.
- 28.4 Qualifying in 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, Professional Assistant and other equivalent posts specified by the University from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Stenographer Grade-II of the University who shall be considered for promotion as Stenographer Grade-I as per the eligibility criteria prescribed for direct recruitment under these Rules. The University may impose any condition to be complied with at a future date failing which the Competent Authority may order for stoppage of increment.

29. AD-HOC PROMOTIONS

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the Competent Authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down in these Rules. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

30. PANEL

- 30.1 The panel drawn for promotion/direct recruitment shall normally be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively. However, its validity can be further extended for a maximum period of six months.
- 30.2 The details of the vacancies shall be mentioned in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in

the said advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

- 30.3 The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year, the offer shall be made to the next candidate on merit, if it is otherwise in order. However, if any candidate joins the post and subsequently resigns or relinquishes the office due to whatever reasons the panel ceases to exist and the post shall be re-advertised provided there is no candidate available in the valid panel.
- 30.4 The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- 30.5 If any advertisement for any post is withdrawn by the University or the selection process is not completed within the prescribed time limit, the application fee collected from the candidates shall be refunded within a reasonable period of time.

31. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)

- 31.1 The financial up-gradation under the Modified Assured Career Progression Scheme (MACP) in respect of non-teaching staff of the University shall be allowed as per orders/guidelines of UGC/Government of India as amended/issued from time to time.
- 31.2 In case of up-gradation of pay scale up to the Pay Level-13, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PwBD/Minorities etc. wherever required as per the guidelines of the UGC/Government of India.

32. PROBATION AND CONFIRMATION

- 32.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. 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 him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice or by depositing one month's salary in lieu of notice.
- 32.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the

appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he/she shall be reverted to his/her 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 respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group/pay band.

Note:

- (i) If an employee who has been recruited/promoted to any post, avail himself/herself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his/her probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he/she shall be warned of the consequences of unsatisfactory performance during the period of probation. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of a probationer or temporary employee of the University. However, in case his/her request has been considered by the Competent Authority of the University at its discretion, an undertaking shall be obtained while forwarding his/her application that he/she would submit his/her resignation from the post in the event of his/her selection in any other organization. The applications for outside employment received from the SC/ST/PwBD candidates shall be leniently viewed.
- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee as specified in **Schedule-II**.
- (vi) An employee of the University shall not be confirmed on his/her post unless and until he/she signs the 'Service Agreement'.

(vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure, or on re-employment after superannuation.

(viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

33. APPLICATION OF GOVERNMENT OF INDIA RULES/UGC REGULATIONS

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

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

34. POWER TO RELAX:

- (a) Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PWBD/ EWS or any other reserved category for reserved posts as per the UGC/Government of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Government of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- (b) The relaxation in age will also be given in respect of the following categories as mentioned against each:

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

- (c) The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University.

- (d) The upper age limit will also be relaxed to the person already working on Ad-hoc basis on a non-teaching post in the University, to the extent of period of service rendered by such person on Ad-hoc basis, provided he/she has put in atleast one year of service in the University. The relaxation will be subject to other applicable rules.
- (e) The upper age limit will also be relaxed for the period proportionate to the period of contractual service rendered by the persons already working on contract basis in the University subject to a maximum period of 5 years, provided they have put in atleast one year of service in the University. The relaxation will be subject to other applicable rules. However, this provision will not be applicable in case of a person engaged in the University through any contract/outsourcing agency or labour contractor/firm.

35. AGE OF SUPERANNUATION

The age of superannuation for non-teaching shall be as per the instructions/guidelines issued by the Government of India/UGC from time to time.

36. PAY AND ALLOWANCES

The pay and allowances shall be as per the rules and orders issued by the Government of India/UGC from time to time.

37. DISQUALIFICATION:

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

37.1.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him;

37.1.2 Who is a person of unsound mind and questionable conduct or not medically fit to perform his/her duties.

37.1.3 Who has entered into or contracted a marriage with a person having a living spouse;

Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

37.1.4 Who is not a citizen of India; and

37.1.5 Any other category of person disqualified for appointment by the Government of India/UGC from time to time.

38. DISCIPLINE/VIGILANCE CLEARANCE

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

39. REMOVAL OF DIFFICULTIES:

- 39.1 If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time, issue such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.
- 39.2 All existing rules and orders in relation to the matters covered under these Rules, shall stand superseded but any action already taken or in pursuance to such existing Rules, they shall be deemed to have been taken under these Rules.

40. INTERPRETATION

The decision of the Executive Council shall be final with regard to any ambiguity or lack of clarity to any clause of these Rules.

41. AMENDMENT OF RULES

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules as per provisions made under relevant ordinances of the University/Government of India norms/UGC guidelines or Regulations.

42. RESIDUARY MATTERS

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Government of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the Act/ Statutes/ Ordinances of the University/UGC Regulations /Guidelines, the provisions of the Act/Statutes / Ordinances/ UGC Regulations /Guidelines shall prevail and such provision in these Rules shall stand superseded.

43. LIABILITY OF OFFICERS TO SERVE IN INDIA OR/AND ABROAD

Employees appointed shall be liable to serve/to be transferred anywhere in India or abroad within the jurisdiction of the University.

44. TERRITORIAL JURISDICTION

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

45. REPEAL

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

46. GENERAL TERMS AND CONDITIONS OF RECRUITMENT

46.1 Candidate who is already in service shall submit his/her application through proper channel along with vigilance clearance certificate from the competent authority. However, he/she may send an advance copy of his/her application and in case his/her application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover" from the employer failing which he/she shall not be allowed to appear at the test/interview as the case may be.

46.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

46.3 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in

any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council shall be final.

- 46.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
- 46.5 The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- 46.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.
- 46.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 46.8 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Government/CGHS empanelled Hospital for Group A post as the case may be. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then he/she need not be required to undergo a fresh examination. For this purpose, he/she has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.

- 46.9 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 46.10 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action. The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force as amended from time to time.
- 46.11 The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
- 46.12 The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc., for direct recruitment or promotion/under career progression scheme/career advancement scheme, wherever applicable as per the UGC Regulations /Guidelines /Government of India Rules. Any amendment to the Notification/ Regulations/ Guidelines of the UGC/ Government of India Rules in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- 46.13 At the time of recruitment, a 'Service Agreement/Contract' shall be executed between the University and the employee concerned, and a copy of the same shall be kept with the Registrar.
- 46.14 The candidate shall bring all original certificates relating to his/her age, qualifications, experience, etc., at the time of tests/interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear at the tests/interview and his/her candidature may be treated as cancelled without any further communication in this regard.
- 46.15
- (i) The details of the vacancies shall be mentioned in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employees in subsequent 12 months which shall be filled through the instant advertisement.
 - (ii) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever at any stage of the recruitment

process. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

- (iii) The University may draw a panel of candidates based on merit to utilize for filling a post, if a candidate on higher merit does not join.
- (iv) The University reserves the right to withdraw or amend an advertisement, either partly or wholly, at any time without assigning any reason.
- (v) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
- (vi) In case of completion of recruitment process, the fee paid by the candidates shall not be refunded for any reason.

CENTRAL SANSKRIT UNIVERSITY

SCHEDULE-I

**CADRE STRENGTH OF SANCTIONED
NON-TEACHING POSTS**

CENTRAL SANSKRIT UNIVERSITY

CENTRAL SANSKRIT UNIVERISTY

CADRE STRENGTH OF SANCTIONED NON-TEACHING POSTS

Sl. No	Name of the Post	Pay Scale	Sanctioned Strength	Remarks
1.	Registrar	Level-14, as per 7 th CPC (PB-4: Rs.37400-67000 + GP -10000, as per 6 th CPC)	1	
2.	Finance Officer	Level-14, as per 7 th CPC (PB-4: Rs.37400-67000 + GP- 10000, as per 6 th CPC)	1	
3.	Controller of Examination	Level-14, as per 7 th CPC (PB-4: Rs.37400-67000 + GP- 10000, as per 6 th CPC)	1	
4.	Project Officer	Level-12, as per 7 th CPC (PB-3: Rs.15600-39100+ GP -7600, as per 6 th CPC)	1	
5.	Deputy Director (Administration)	Level-11, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP- 6600/-,as per 6 th CPC) In case of Deputy Registrar Level-12, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP 7600/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Deputy Registrar as per UGC norms.
6.	Deputy Director (Academic)	Level-11, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP- 6600/-,as per 6 th CPC) In case of Deputy Registrar Level-12, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP- 7600/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Deputy Registrar as per UGC norms.
7.	Deputy Director (Finance)	Level-11, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP- 6600/-, as per 6 th CPC) In case of Deputy Finance Officer Level-12, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP- 7600/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Deputy Finance Officer as per UGC norms.

8.	Deputy Controller of Examination	Level-11, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP-6600/-, as per 6 th CPC) In case of Deputy Controller of Examination Level-12, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP - 7600/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Deputy Controller of Examination as per UGC norms.
9.	Assistant Director (Research & Publication)	Level-9, as per 7 th CPC (PB-2- Rs. 9300-34800 + GP-5400/-, as per 6 th CPC) In case of Assistant Registrar Level-10, as per 7 th CPC (PB-3: Rs.15600-39100+ GP-Rs.5400/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Assistant Registrar as per UGC norms.
10.	Assistant Director (Correspondence Course)	Level-9, as per 7 th CPC (PB-2- Rs. 9300-34800 + GP 5400/-, as per 6 th CPC) In case of Assistant Registrar Level-10, as per 7 th CPC (PB-3: Rs.15600-39100+ GP - Rs.5400/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Assistant Registrar as per UGC norms.
11.	Assistant Director (Examination)	Level-9, as per 7 th CPC (PB-2- Rs. 9300-34800 + GP-5400/-, as per 6 th CPC) In case of Assistant Controller of Examination Level-10, as per 7 th CPC (PB-3: Rs.15600-39100+ GP Rs.5400/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Assistant Controller of Examination as per UGC norms.
12.	Accounts Officer (Internal Audit)	Level-7, as per 7 th CPC (PB-2: Rs.9300-34800+ GP -4600/-, as per 6 th CPC) In case of Assistant Finance Officer Level-10, as per 7 th CPC (PB-3- Rs. 15600-39100 + GP - 5400/-, as per 6 th CPC)	1	Proposed to the GOI for rationalizing this post to the post of Assistant Finance Officer as per UGC norms.
13.	Section Officer	Level-7, as per 7 th CPC (PB-2: Rs.9300-34800+ GP-4600/-, as per 6 th CPC)	24	
14.	Curator	Level-7, as per 7 th CPC (PB-2: Rs.9300-34800+ GP-4600/-, as per 6 th CPC)	1	
15.	Assistant	Level-6, as per 7 th CPC (PB-2: Rs.9300-34800+ GP-4200/-, as per 6 th CPC)	22	

16.	Stenographer Grade-I	Level-6, as per 7 th CPC (PB-2: Rs.9300-34800+ GP- 4200/-, as per 6 th CPC)	6	
17.	Instructor	Level-6, as per 7 th CPC (PB-2: Rs.9300-34800+ GP-4200, as per 6 th CPC)	2	
18.	Library Pandit	Level-6, as per 7 th CPC (PB-2: Rs.9300-34800+ GP-4200, as per 6 th CPC)	1	
19.	Manuscript Pandit	Level-6, as per 7 th CPC (PB-2: Rs.9300-34800+ GP- 4200/-, as per 6 th CPC)	1	
20.	Copyist	Level-6, as per 7 th CPC (PB-2: Rs.9300-34800+ GP-4200/-, as per 6 th CPC)	1	
21.	Professional Assistant	Level-6, as per 7 th CPC (PB-2: Rs.9300-34800+ GP-4200/-, as per 6 th CPC)	12	
22.	Technical Assistant (Lab)	Level-5, as per 7 th CPC (PB-1: Rs.5200-20200+ GP Rs.2800, as per 6 th CPC)	7	<ul style="list-style-type: none"> • Technical Assistant (Lab)-for Shikshashastra/Education-02 posts. • Technical Assistant (Lab)-for Computer-05 posts.
23.	Upper Division Clerk	Level-4, as per 7 th CPC (PB-1: Rs.5200-20200+ GP Rs.2400, as per 6 th CPC)	31	
24.	Stenographer Grade-II	Level-4, as per 7 th CPC (PB-1: Rs.5200-20200+ GP Rs.2400, as per 6 th CPC)	9	
25.	Lower Division Clerk	Level-2, as per 7 th CPC (PB-1: Rs.5200-20200+ GP-1900/-, as per 6 th CPC)	55	
26.	Staff Car Driver	Level-2, as per 7 th CPC (PB-1: Rs.5200-20200+ GP Rs.1900, as per 6 th CPC)	4	
27.	Library Attendant	Level-1, as per 7 th CPC (PB-1: Rs.5200-20200+ GP-1800/-, as per 6 th CPC)	8	
28.	Multi Tasking Staff (MTS)	Level-1, as per 7 th CPC (PB-1: Rs.5200-20200+ GP-1800/-, as per 6 th CPC)	95	

Note:-

1. The sanctioned strength may be increased or decreased consequent upon the creation of new posts or abolition of the sanctioned posts.
2. The University has submitted the proposal to the Ministry of Education (Formerly MHRD) for creation of posts on account of increase in number of campuses/teaching load/additional consequential administrative work from time to time.

3. The University has also submitted the proposal to the Ministry of Education (Formerly MHRD) for conversion/rationalization of existing sanctioned posts of Deputy Directors (Administration, Academic) (2 posts), Deputy Director (Finance) (1 post), Deputy Controller of Examination (1 post), Assistant Directors (Correspondence Course, Research & Publications) (2 posts), Assistant Director (Examination) (1 post) and Accounts Officer (Internal Audit) (1 post) to the posts of Deputy Registrars (2 posts), Deputy Finance Officer (1 post), Deputy Controller of Examination (1 post), Assistant Registrars (2 posts), Assistant Controller of Examination (1 post) and Assistant Finance Officer (1 post) respectively in consonance with the staffing pattern as per the norms of UGC.

CENTRAL SANSKRIT UNIVERSITY

SCHEDULE-II

**RECRUITMENT RULES INCLUDING ELIGIBILITY
CRITERIA AND OTHER INFORMATION RELEVANT
TO THE SANCTIONED NON-TEACHING POSTS**

CENTRAL SANSKRIT UNIVERSITY

CENTRAL SANSKRIT UNIVERSITY

1.	Name of the Post	REGISTRAR
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-14, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Preferably below 57 years
7.	Educational & Other qualifications	<p>Essential:</p> <p>A Post Graduate Degree from a recognized university with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale.</p> <p>Experience:</p> <p>At least 15 years experience as Assistant Professor in the Academic Level - 11 and above or with 8 years' of service in the Academic Level - 12 and above including as Associate Professor along with experience in educational administration.</p> <p>OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p>OR</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>(i) Knowledge about Sanskrit/Indic knowledge system and allied subjects.</p> <p>(ii) Operational knowledge of computer.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A
9.	Period of probation, if any	N.A.
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>By direct recruitment or on deputation or on contract basis.</p> <p>The appointment will be for a tenure of 5 years or till attains the age of 62 years, whichever is earlier.</p> <p>[Eligible for re-appointment upto the age of 62 years after observance of due selection process]</p>

11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	Promotion - N.A. By Deputation - As prescribed in Column 7.	
12.	Composition of Selection Committee	Vice-Chancellor	Chairman
		A nominee of the Central Government	Member
		Two members of the Executive Council nominated by it	Members
		One Person not in the service of the University nominated by the Executive Council	Member
		A representative of SC/ST/OBC/Minority/ Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s) if any of the above members of the Selection Committee do not belong to that category	Member
13.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	N.A.	

1.	Name of the Post	FINANCE OFFICER
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-14, as per 7 th CPC (Rs 144200-218200)
5.	Whether Selection Post or Non-Selection Post.	Not Applicable
6.	Age limit for direct recruitment	Preferably below 57 years.
7.	Educational & Other qualifications	<p>Essential</p> <p>(i) A Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>(i) Persons having experience in Higher Education Institution financial management like accrual method of accounting/Auditing system and working in Organized Finance & Accounts Services in Central/State Govt.</p> <p>(ii) Knowledge about Sanskrit/Indic knowledge system and allied subjects.</p> <p>(iii) Operational knowledge of computer.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable
9.	Period of probation, if any	Not Applicable

10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By direct recruitment or transfer on deputation/Contract. The appointment shall be for tenure of 5 years or till attaining the age of 62 years, whichever is earlier. (Eligible for re-appointment upto the age of 62 years after observance of due selection procedure.)											
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	Promotion - N.A. Deputation - By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central/State Govt., holding analogous posts on regular basis. OR With three years regular service in Level-13 in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies. OR With five years regular service in Level-12 in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.											
12.	Composition of Selection Committee/ Departmental Promotion Committee	D.P.C. - N.A. Composition of Selection Committee: <table border="1" data-bbox="722 1137 1425 1798"> <tr> <td data-bbox="722 1137 1225 1193">Vice-Chancellor</td> <td data-bbox="1233 1137 1425 1193">Chairperson</td> </tr> <tr> <td data-bbox="722 1205 1225 1261">A Nominee of the Central Government.</td> <td data-bbox="1233 1205 1425 1261">Members</td> </tr> <tr> <td data-bbox="722 1272 1225 1328">Two members of the Executive Council nominated by it.</td> <td data-bbox="1233 1272 1425 1328">Member</td> </tr> <tr> <td data-bbox="722 1339 1225 1440">One person not in service of the University nominated by the Executive Council.</td> <td data-bbox="1233 1339 1425 1440">Member</td> </tr> <tr> <td data-bbox="722 1451 1225 1798">A representative of SC/ST/OBC/Minority/Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s) if any of the above members of the Selection Committee do not belong to that category.</td> <td data-bbox="1233 1451 1425 1798">Member</td> </tr> </table>		Vice-Chancellor	Chairperson	A Nominee of the Central Government.	Members	Two members of the Executive Council nominated by it.	Member	One person not in service of the University nominated by the Executive Council.	Member	A representative of SC/ST/OBC/Minority/Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s) if any of the above members of the Selection Committee do not belong to that category.	Member
Vice-Chancellor	Chairperson												
A Nominee of the Central Government.	Members												
Two members of the Executive Council nominated by it.	Member												
One person not in service of the University nominated by the Executive Council.	Member												
A representative of SC/ST/OBC/Minority/Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s) if any of the above members of the Selection Committee do not belong to that category.	Member												
13.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	Not Applicable											

1.	Name of the Post	CONTROLLER OF EXAMINATION
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-14, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Preferably below 57 years
7.	Educational & Other qualifications	<p><u>Essential:</u> A Post Graduate Degree from a recognized university with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale.</p> <p><u>Experience:</u> At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years' of service in the Academic Level - 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of experience in administration and/or examination work out of which 8 years as Deputy Registrar or an equivalent post.</p> <p><u>Desirable:</u></p> <p>(i) P.G. in Sanskrit. (ii) Adequate experience in the conduct of University examinations or other comparable examination. (iii) Operational knowledge of computer.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A
9	Period of probation, if any	N.A.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>By direct recruitment or on deputation or on contract basis.</p> <p>The appointment will be for a tenure of 5 years or till attains the age of 62 years, whichever is earlier.</p> <p>[Eligible for re-appointment upto the age of 62 years after observance of due selection process]</p>
11	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>Promotion - N.A.</p> <p>By Deputation - As prescribed in case of Direct Recruitment</p>

12	Composition of Selection Committee/ Departmental Promotion Committee	Vice-Chancellor	Chairman
		A nominee of the Central Government	Member
		Two members of the Executive Council nominated by it	Members
		One Person not in the service of the University nominated by the Executive Council	Member
		A representative of SC/ST/OBC/Minority/ Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s) if any of the above members of the Selection Committee do not belong to that category	Member
13.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	N.A.	

1.	Name of the Post	PROJECT OFFICER
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-12, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Non-Selection
6.	Age limit for appointment	Preferably below 50 years
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) Acharya or Master's degree in Sanskrit with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(ii) 5 years of teaching experience 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 as Assistant Registrar or in an equivalent post.</p> <p>(iii) Knowledge of technique of preservation of Manuscripts and knowledge of one ancient script i.e. Sharda, Brahmi, Nandinagari, Grantha etc.</p> <p>Desirable:</p> <p>(i) Ph.D. from a Recognized University.</p> <p>(ii) Knowledge of computer applications.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation absorption to be made.	Not Applicable

12.	Composition of Departmental Confirmation Committee	Vice-Chancellor	Chairman
		One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council.	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor.	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
		Registrar	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council.	Member
		One teacher of the University to be nominated by the Vice-Chancellor.	Member
		A representative of SC / ST/ OBC / Minority / Women/ PwBD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
		Registrar	Member-Secretary

1.	Name of the Post	DEPUTY DIRECTOR (ADMINISTRATION) (Proposed to be re-designated as Deputy Registrar (Administration) in the Pay Matrix Level-12)
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-11, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Preferably below 50 years
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) A Post Graduate Degree with at least 55% marks or its equivalent grade 'B' in the UGC seven-point scale.</p> <p>(ii) At least nine years of experience as Assistant Professor 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>Five years of administrative experience/ experience in the relevant field as Assistant Director/Assistant Registrar or in an equivalent post in the Pay Matrix Level-9 atleast.</p> <p>Desirable:</p> <p>(i) Knowledge of Sanskrit and Hindi.</p> <p>(ii) Experience in Educational Administration/ Finance/Examination/Computer Application / Planning.</p> <p>(iii) Knowledge in Computer Application.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess at least Master's degree from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.

11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By promotion:</u> Assistant Director with 5 years of regular service in Level 9.</p> <p><u>By deputation:</u> Officers holding analogous posts on regular basis or with five years regular service in Pay Matrix Level-9 atleast, in the Central/State Government, Universities and other autonomous organisations.</p>											
12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	<table border="1"> <tr> <td data-bbox="707 555 1249 589">Vice-Chancellor</td> <td data-bbox="1273 555 1418 589">Chairman</td> </tr> <tr> <td data-bbox="707 600 1249 745">One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council</td> <td data-bbox="1273 600 1418 633">Member</td> </tr> <tr> <td data-bbox="707 757 1249 857">One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor</td> <td data-bbox="1273 757 1418 790">Member</td> </tr> <tr> <td data-bbox="707 869 1249 1126">A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.</td> <td data-bbox="1273 869 1418 902">Member</td> </tr> <tr> <td data-bbox="707 1137 1249 1193">Registrar</td> <td data-bbox="1273 1137 1418 1193">Member-Secretary</td> </tr> </table>	Vice-Chancellor	Chairman	One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member	One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member	Registrar	Member-Secretary
Vice-Chancellor	Chairman												
One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member												
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Registrar	Member-Secretary												
13.	Composition of Selection Committee	Selection	<table border="1"> <tr> <td data-bbox="707 1216 1249 1249">Vice-Chancellor</td> <td data-bbox="1273 1216 1418 1249">Chairman</td> </tr> <tr> <td data-bbox="707 1261 1249 1406">Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council</td> <td data-bbox="1273 1261 1418 1294">Member</td> </tr> <tr> <td data-bbox="707 1417 1249 1485">One teacher of the University to be nominated by the Vice-Chancellor</td> <td data-bbox="1273 1417 1418 1451">Member</td> </tr> <tr> <td data-bbox="707 1496 1249 1753">A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.</td> <td data-bbox="1273 1496 1418 1529">Member</td> </tr> <tr> <td data-bbox="707 1765 1249 1821">Registrar</td> <td data-bbox="1273 1765 1418 1821">Member-Secretary</td> </tr> </table>	Vice-Chancellor	Chairman	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member	One teacher of the University to be nominated by the Vice-Chancellor	Member	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member	Registrar	Member-Secretary
Vice-Chancellor	Chairman												
Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member												
One teacher of the University to be nominated by the Vice-Chancellor	Member												
A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member												
Registrar	Member-Secretary												

1.	Name of the Post	DEPUTY DIRECTOR (FINANCE) (Proposed to be re-designated as Deputy Finance Officer in the Pay Matrix Level-12)
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-11, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Preferably below 50 years
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) Post Graduate 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>(ii) At least nine years of experience as Assistant Professor in the Pay Matrix Level - 10 and above with experience in accounts and finance in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable status and experience in accounts and finance in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Five years of experience in the relevant field as Assistant Finance Officer or equivalent in the Pay Matrix Level - 9 atleast.</p> <p>Desirable:</p> <p>(i) ICWA/CA/SAS/CS.</p> <p>(ii) Knowledge of Sanskrit and Hindi.</p> <p>(iii) Knowledge in Computer Application.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess at least Master's degree in Commerce/ M.B.A.-Finance or its equivalent from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.

11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By promotion:</u> Assistant Director with 5 years of regular service with experience in accounts and finance in the Pay Matrix Level- 9.</p> <p style="text-align: center;">Or</p> <p>Accounts Officer (Internal audit) with 8 years of regular service in the Pay Matrix Level-7.</p> <p><u>By deputation:</u> Officers holding analogous posts on regular basis or with five years regular service in Pay Matrix Level-9 or with eight years regular service in Pay Matrix Level-7 with experience in accounts and finance in the Central/State Government, Universities and other autonomous organisations.</p>													
12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	<table border="1"> <tr> <td data-bbox="707 734 1257 786">Vice-Chancellor</td> <td data-bbox="1265 734 1426 786">Chairman</td> </tr> <tr> <td data-bbox="707 790 1257 931">One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council</td> <td data-bbox="1265 790 1426 931">Member</td> </tr> <tr> <td data-bbox="707 936 1257 1043">One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor</td> <td data-bbox="1265 936 1426 1043">Member</td> </tr> <tr> <td data-bbox="707 1048 1257 1296">A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.</td> <td data-bbox="1265 1048 1426 1296">Member</td> </tr> <tr> <td data-bbox="707 1301 1257 1352">Finance Officer</td> <td data-bbox="1265 1301 1426 1352">Member</td> </tr> <tr> <td data-bbox="707 1357 1257 1417">Registrar</td> <td data-bbox="1265 1357 1426 1417">Member-Secretary</td> </tr> </table>	Vice-Chancellor	Chairman	One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member	One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member	Finance Officer	Member	Registrar	Member-Secretary
Vice-Chancellor	Chairman														
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Finance Officer	Member														
Registrar	Member-Secretary														
13.	Composition of Selection Committee	<table border="1"> <tr> <td data-bbox="707 1422 1257 1473">Vice-Chancellor</td> <td data-bbox="1265 1422 1426 1473">Chairman</td> </tr> <tr> <td data-bbox="707 1478 1257 1608">Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council.</td> <td data-bbox="1265 1478 1426 1608">Member</td> </tr> <tr> <td data-bbox="707 1612 1257 1664">One teacher of the University to be nominated by the Vice-Chancellor.</td> <td data-bbox="1265 1612 1426 1664">Member</td> </tr> <tr> <td data-bbox="707 1668 1257 1939">A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.</td> <td data-bbox="1265 1668 1426 1939">Member</td> </tr> <tr> <td data-bbox="707 1944 1257 1995">Finance Officer</td> <td data-bbox="1265 1944 1426 1995">Member</td> </tr> <tr> <td data-bbox="707 2000 1257 2040">Registrar</td> <td data-bbox="1265 2000 1426 2040">Member-Secretary</td> </tr> </table>	Vice-Chancellor	Chairman	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council.	Member	One teacher of the University to be nominated by the Vice-Chancellor.	Member	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member	Finance Officer	Member	Registrar	Member-Secretary	
Vice-Chancellor	Chairman														
Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council.	Member														
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Finance Officer	Member														
Registrar	Member-Secretary														

1.	Name of the Post	DEPUTY DIRECTOR (ACADEMIC) (Proposed to be re-designated as Deputy Registrar (Academic) in the Pay Matrix Level-12)
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-11, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Preferably below 50 years
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) Post Graduate degree in Sanskrit with at least 55% marks or an equivalent Oriental degree from recognized University.</p> <p>(ii) At least nine years of experience as Assistant Professor in the Pay Matrix Level - 10 and above with experience in relevant field</p> <p style="text-align: center;">OR</p> <p>Comparable status and experience in relevant field in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>Five years of experience in the relevant field as Assistant Director/Assistant Controller of Examination/Assistant Registrar or equivalent in the Pay Matrix Level-9 at least.</p> <p>Desirable:</p> <p>(i) Ph.D. degree in Sanskrit from a recognized University.</p> <p>(ii) Knowledge of English and Hindi.</p> <p>(iii) Knowledge in Computer Application.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess Master's degree in Sanskrit from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.

11.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	<p><u>By promotion:</u> Assistant Director with 5 years of regular service with experience in the relevant field in Pay Matrix Level- 9.</p> <p><u>By deputation:</u> Officers having Masters degree in Sanskrit and holding analogous posts on regular basis or with 5 years regular service in Pay Matrix Level-9 atleast, in the Central/State Government, Universities and other autonomous organisations.</p>											
12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	<table border="1"> <tr> <td data-bbox="692 577 1254 629">Vice-Chancellor</td> <td data-bbox="1254 577 1434 629">Chairman</td> </tr> <tr> <td data-bbox="692 629 1254 786">One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council</td> <td data-bbox="1254 629 1434 786">Member</td> </tr> <tr> <td data-bbox="692 786 1254 904">One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor</td> <td data-bbox="1254 786 1434 904">Member</td> </tr> <tr> <td data-bbox="692 904 1254 1167">A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.</td> <td data-bbox="1254 904 1434 1167">Member</td> </tr> <tr> <td data-bbox="692 1167 1254 1249">Registrar</td> <td data-bbox="1254 1167 1434 1249">Member-Secretary</td> </tr> </table>	Vice-Chancellor	Chairman	One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member	One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member	Registrar	Member-Secretary
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Registrar	Member-Secretary												
13.	Composition of Selection Committee	<table border="1"> <tr> <td data-bbox="692 1249 1254 1294">Vice-Chancellor</td> <td data-bbox="1254 1249 1434 1294">Chairman</td> </tr> <tr> <td data-bbox="692 1294 1254 1451">Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council</td> <td data-bbox="1254 1294 1434 1451">Member</td> </tr> <tr> <td data-bbox="692 1451 1254 1532">One teacher of the University to be nominated by the Vice-Chancellor</td> <td data-bbox="1254 1451 1434 1532">Member</td> </tr> <tr> <td data-bbox="692 1532 1254 1794">A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.</td> <td data-bbox="1254 1532 1434 1794">Member</td> </tr> <tr> <td data-bbox="692 1794 1254 1874">Registrar</td> <td data-bbox="1254 1794 1434 1874">Member-Secretary</td> </tr> </table>	Vice-Chancellor	Chairman	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member	One teacher of the University to be nominated by the Vice-Chancellor	Member	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member	Registrar	Member-Secretary	
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Registrar	Member-Secretary												

1.	Name of the Post	DEPUTY CONTROLLER (EXAMINATION) (Proposed to be re-designated as Deputy Controller of Examination in the Pay Matrix Level-12)
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-11, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Preferably below 50 years
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) Post Graduate degree in Sanskrit with at least 55% marks or an equivalent Oriental degree from recognized University.</p> <p>(ii) At least nine years of experience as Assistant Professor in the Pay Matrix Level - 10 and above with experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>Comparable status and experience in relevant field in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Five years of experience in the relevant field as Assistant Director/Assistant Controller of Examination/Assistant Registrar or equivalent in the Pay Matrix Level-9 at least.</p> <p>Desirable:</p> <p>(i) Ph.D. degree in Sanskrit from a recognized University.</p> <p>(ii) Knowledge of English and Hindi.</p> <p>(iii) Knowledge in Computer Application.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess Master's degree in Sanskrit from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.

11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p>By promotion: Assistant Director with 5 years regular service with experience in the relevant field in Pay Matrix Level- 9.</p> <p>By deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Matrix Level-9 atleast, in the Central/State Government, Universities and other autonomous organisations.</p>	
12.	Composition of Departmental Promotion Committee/ Departmental Confirmation Committee	Vice-Chancellor	Chairman
		One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
		Controller of Examination	Member
		Registrar	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
		Controller of Examination	Member
		Registrar	Member-Secretary

1.	Name of the Post	<p align="center">DEPUTY REGISTRAR/DEPUTY FINANCE OFFICER/DEPUTY CONTROLLER OF EXAMINATION</p> <p>[The University has submitted the proposal to the Ministry of Education (Formerly MHRD) for conversion/rationalization of existing sanctioned posts of Deputy Directors (Administration, Academic) (2 posts), Deputy Director (Finance) (1 post), Deputy Controller of Examination (1 post), presently in Level-11 to the posts of Deputy Registrars (2 posts), Deputy Finance Officer (1 post), Deputy Controller of Examination (1 post) respectively in Level-12 as per UGC norms. On approval, these RRs. shall apply for the converted/rationalised posts.]</p>
2.	Number of Post(s)	04
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-12, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Preferably below 50 years
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) A Post Graduate Degree with at least 55% marks or its equivalent grade 'B' in the UGC seven-point scale.</p> <p>(ii) Nine years of experience as Assistant Professor in a college or a university with experience in educational administration.</p> <p align="center">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p align="center">OR</p> <p>Five years of administrative experience/ experience in the relevant field as Assistant Registrar or in an equivalent post.</p> <p>Desirable:</p> <p>(i) Post Graduate Degree in Sanskrit.</p> <p>(ii) Experience in Educational Administration/ Establishment / Finance / Examination/ Computer Application / Planning.</p> <p>(iii) Thorough knowledge of service matters or accounts/budget or conduct of examinations.</p> <p>(iv) MBA/PG diploma in Management or L.L.B. or CA/ ICWA or MCA or M.Phil/ Ph.D qualification.</p> <p>(v) The candidates having formal qualification and /or experience in thrust areas in which</p>

		<p>University intends to attract candidates, i.e. (a) Information Technology (b) Finance and Accounting (c) Internal Quality Assurance Cell (IQAC) and (Research Policies formulation & implementation/ Research Administration & Coordination/ International Collaborations / IPR/ Patents are encouraged to apply.</p> <p>Note:</p> <p>(a) The incumbent should possess good communication, managerial and leadership skills to head a Division/ Branch and possess good drafting/noting skills, conversant with the office procedure and capable to formulate proposals independently.</p> <p>(b) Should be able to participate in discussions with senior functionaries and academicians.</p> <p>(c) He is expected to handle one or more functions independently related to Educational Administration/ Examinations /General Administration/Purchase / Establishment/ Accounts & Finance / Project management / HR/ Legal.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	<p>Age - Not applicable</p> <p>Qualification:- No, but must possess at least Bachelor's degree from a recognized University/ Institute.</p>
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% by Direct Recruitment</p> <p>25% by promotion failing which by deputation.</p> <p>(Ref: MHRD Letter No. 1-17/2015-U.II(2) dated 02.11.2017)</p>
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p><u>By promotion:</u></p> <p>Assistant Registrar/Assistant Finance Officer/ Assistant Controller of Examination with 5 years of regular service in Pay Matrix Level -11.</p> <p><u>By deputation:</u></p> <p>Officers holding analogous posts on regular basis or with 5 years regular service in Pay Matrix Level-11 in Central/State Government, Universities and other autonomous organisations.</p> <p style="text-align: center;">OR</p> <p>Eight years regular service in Pay Matrix Level-10 and above in the Central/State Government, Universities and other autonomous organisations.</p>

12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	Vice-Chancellor	Chairman
			One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary
12.	Composition of Selection Committee		Vice-Chancellor	Chairman
			Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One teacher of the University to be nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary

1.	Name of the Post	ASSISTANT DIRECTOR (RESEARCH & PUBLICATION) (Proposed to be re-designated as Assistant Registrar (Research & Publication) in the Pay Matrix Level-10)
2.	Number of Post(s)	01
3.	Classification	Group 'B' (proposed to be upgraded to Group 'A')
4.	Scale of Pay	Pay Matrix Level-9, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Below 40 Years
7.	Educational & Other qualifications	Essential: (i) Post Graduate degree in Sanskrit with at least 55% marks or an equivalent Oriental degree from recognized University. (ii) Three years' experience in teaching/research or supervisory or equivalent cadre or three years' experience of editing journals, books and other periodicals in a reputed organization. Desirable: (i) Knowledge of English and Hindi. (ii) Knowledge in Computer Application.
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess Master's degree in Sanskrit from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	By promotion: Section Officer with 5 years regular service with experience in the relevant field in Pay Matrix Level-7. By deputation: Officers having Masters degree in Sanskrit and holding analogous posts on regular basis or with five years regular service in Pay Matrix Level-7 in the Central/State Government, Universities and other autonomous organisations.

12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	Vice-Chancellor	Chairman
			One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council.	Member
			One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor.	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary
13.	Composition of Selection Committee	Selection	Vice-Chancellor	Chairman
			Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One teacher of the University to be nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary

1.	Name of the Post	ASSISTANT DIRECTOR (CORRESPONDENCE COURSE) (Proposed to be re-designated as Assistant Registrar (Correspondence Course) in the Pay Matrix Level-10)
2.	Number of Post(s)	01
3.	Classification	Group 'B' (proposed to be upgraded to Group 'A')
4.	Scale of Pay	Pay matrix Level-9, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Below 40 Years
7.	Educational & Other qualifications	Essential: (i) Post Graduate degree in Sanskrit with at least 55% marks or an equivalent Oriental degree from recognized University. (ii) Three years' experience in teaching/ research or supervisory or equivalent cadre or three years' experience of lesson planning in a reputed organization. Desirable: (i) Knowledge of English and Hindi. (ii) Knowledge in Computer Application.
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess Master's degree in Sanskrit from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	By promotion: Section Officer with 5 years regular service with experience in the relevant field in Pay Matrix Level-7. By deputation: Officers having Masters degree in Sanskrit and holding analogous posts on regular basis or with five years regular service in Pay Matrix Level-7 in the Central/State Government, Universities and other autonomous organisations.

12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	Vice-Chancellor	Chairman
			One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary
13.	Composition of Selection Committee	Selection	Vice-Chancellor	Chairman
			Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One teacher of the University to be nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary

1.	Name of the Post	ASSISTANT DIRECTOR (EXAMINATION) (Proposed to be re-designated as Assistant Controller of Examination in the Pay Matrix Level-10)
2.	Number of Post(s)	01
3.	Classification	Group 'B' (proposed to be upgraded to Group 'A')
4.	Scale of Pay	Pay matrix Level-9, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Below 40 Years
7.	Educational & Other qualifications	Essential: (i) Post Graduate degree in Sanskrit with at least 55% marks or an equivalent Oriental degree from recognized University. (ii) Three years' experience in examination related work in supervisory cadre in a reputed organization. Desirable: (i) Knowledge of English and Hindi. (ii) Knowledge in Computer Application.
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess Master's degree in Sanskrit from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	By promotion: Section Officer with 5 years regular service with experience in the relevant field in Pay Matrix Level-7. By deputation: Officers having Masters degree in Sanskrit and holding analogous posts on regular basis or with five years regular service in Pay Matrix Level-7 in the Central/State Government, Universities and other autonomous organisations.

12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	Vice-Chancellor	Chairman
			One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Controller of Examination	Member
			Registrar	Member-Secretary
13.	Composition of Selection Committee	Selection	Vice-Chancellor	Chairman
			Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One teacher of the University to be nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Controller of Examination	Member
			Registrar	Member-Secretary

1.	Name of the Post	ASSISTANT REGISTRAR/ASSISTANT CONTROLLER OF EXAMINATION [The University has submitted the proposal to the Ministry of Education (Formerly MHRD) for conversion/rationalization of existing sanctioned posts of Assistant Directors (Correspondence Course, Research & Publications) (2 posts) and Assistant Director (Examination) (1 post), presently in Level-9 to the posts of Assistant Registrars (2 posts) and Assistant Controller of Examination (1 post) in Level-10 respectively as per UGC norms. On approval, these RRs. shall apply for the converted/rationalised posts.]
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-10, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection Not applicable in case of Direct Recruitment/Deputation.
6.	Age limit for direct recruitment	Below 40 Years
7.	Educational & Other qualifications	Essential: A Post Graduate Degree with at least 55% marks or its equivalent grade 'B' in the UGC seven-point scale. Desirable: (i) Post Graduate Degree in Sanskrit. (ii) Three years of experience in Administration / Establishment/ Finance and Account/ Examination of the University. (iii) Knowledge of Computer Applications.
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification:- No, but must possess at least Bachelor's Degree from a recognized University/Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by promotion failing which by deputation.

11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By promotion:</u> Section Officer with 5 years regular service with experience in the relevant field in Pay Matrix Level-7.</p> <p><u>By deputation:</u> Officers holding analogous posts on regular basis or with 5 years regular service in Pay Matrix Level-7 in the Central/ State Government, Universities and other autonomous organisations.</p>	
12.	Composition of Departmental Promotion Committee/ Departmental Confirmation Committee	Vice-Chancellor	Chairman
		One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
		Registrar	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
		Registrar	Member-Secretary

1.	Name of the Post	ACCOUNTS OFFICER (INTERNAL AUDIT) (Proposed to be upgraded as Assistant Finance Officer in the Pay Matrix Level-10)
2.	Number of Post(s)	01
3.	Classification	Group 'B' (proposed to be upgraded to Group 'A')
4.	Scale of Pay	Pay matrix Level-7, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Below 40 Years
7.	Educational & Other qualifications	<p>Essential:-</p> <p>(i) Post Graduate 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>(ii) 3 years supervisory experience in work related to Finance/Accounts in recognized Institutions/ Government/Semi-Government/ Autonomous Bodies.</p> <p>Desirable:-</p> <p>(i) ICWA/CA/SAS/CS</p> <p>(ii) Knowledge in Computer Application.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification: Must possess Master's degree in Commerce/ M.B.A.-Finance or its equivalent from a recognized University/ Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation failing which by direct recruitment
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p><u>By promotion:</u></p> <p>Section Officer with 5 years regular service or Assistant with 8 years regular service, having experience in the relevant field.</p> <p><u>By deputation:</u></p> <p>Officers having educational qualification prescribed for direct recruitment and holding analogous posts with 5 years regular service or having 8 years regular service in pay matrix level-6 with experience in the relevant filed in the Central /State Govt./Universities and other Autonomous organizations.</p>

12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	Vice-Chancellor	Chairman
			One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Finance Officer	Member
			Registrar	Member-Secretary
13.	Composition of Selection Committee	Selection	Vice-Chancellor	Chairman
			Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council.	Member
			One teacher of the University to be nominated by the Vice-Chancellor.	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Finance Officer	Member
			Registrar	Member-Secretary

1.	Name of the Post	ASSISTANT FINANCE OFFICER [The University has submitted the proposal to the Ministry of Education (Formerly MHRD) for conversion/rationalization of existing sanctioned 01 post of Account Officer (Internal Audit), presently in Level-7 to the post of Assistant Finance Officer (1 post) in Level-10 as per UGC norms. On approval, these RRs. shall apply for the converted/rationalised post.]
2.	Number of Post(s)	01
3.	Classification	Group 'A'
4.	Scale of Pay	Pay matrix Level-10, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection Not applicable in case of Direct Recruitment/Deputation.
6.	Age limit for direct recruitment	Below 40 Years
7.	Educational & Other qualifications	Essential: A Post Graduate Degree with at least 55% marks or its equivalent grade 'B' in the UGC seven-point scale. Desirable: (i) Master's Degree in Commerce or M.B.A. Finance. (ii) Three years of experience in Administration/ Finance and Account of the University. (iii) ICWA/CA/SAS/CS. (iv) Knowledge of Computer Applications.
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	Age - Not applicable Qualification:- No, but must possess at least Bachelor's Degree from a recognized University/ Institute.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by Promotion failing which by Deputation
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	By promotion: Section Officer with 5 years regular service with experience in the relevant field in Pay Matrix Level-7. By deputation: Officers holding analogous posts on regular basis or with 5 years regular service in the relevant field in Pay Matrix Level-7 in the Central/ State Government, Universities and other autonomous organisations.

12.	Composition of Departmental Promotion Departmental Committee	Departmental Committee/ Confirmation	Vice-Chancellor	Chairman
			One expert not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary
13.	Composition of Selection Committee	Selection	Vice-Chancellor	Chairman
			Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
			One teacher of the University to be nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar	Member-Secretary

1.	Name of the Post	SECTION OFFICER
2.	Number of Post(s)	24
3.	Classification	Group 'B'
4.	Scale of Pay	Pay Matrix Level-7, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Below 40 Years
7.	Educational & Other qualifications	<p><u>For Direct Recruitment</u></p> <p><u>Essential:</u></p> <p>(i) Graduate in any discipline from a recognized university.</p> <p>(ii) At least three years' experience as Assistant or equivalent post in the Pay Matrix Level-6 OR eight years experience as 'UDC' or equivalent posts in the Pay Matrix Level-4 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 minimum annual turnover of Rs.200 crores.</p> <p>(iii) Proficiency in computer operation, noting and drafting.</p> <p><u>Desirable:</u></p> <p>(i) Knowledge of Sanskrit.</p> <p>(ii) Diploma in Computer Application from a recognized institute.</p> <p>(iii) Experience of Accounts/ Establishment.</p> <p>(iv) Well conversant in Hindi/ English.</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>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	NO
9.	Period of probation, if any	2 years

10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>40% By Promotion on seniority quota (failing which by Deputation)</p> <p>40% By Promotion through Limited Departmental Test (failing which by Deputation)</p> <p>20% By Direct Recruitment</p>										
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>For promotion on seniority quota</u></p> <p>The quota for promotion of Stenographer Grade-I shall be 20% and for Assistant shall be 80% on rotational basis.</p> <p>At least 5 years of service as Assistant or Stenographer Grade-I.</p> <p><u>For promotion through Limited Departmental Test</u></p> <p>At least 3 years of service as Assistant or Stenographer Grade-I and qualifying the limited departmental test conducted by the University.</p> <p><u>For Deputation:</u></p> <p>Persons holding analogous posts or atleast three years' experience as Assistant or equivalent in the Pay Matrix Level-6 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies.</p>										
12.	Composition of Departmental Promotion Committee/ Departmental Confirmation Committee	<table border="1"> <tr> <td data-bbox="691 1115 1278 1196">Vice-Chancellor or nominee of the Vice-Chancellor</td> <td data-bbox="1278 1115 1458 1196">Chairman</td> </tr> <tr> <td data-bbox="691 1196 1278 1312">One expert, not in the service of the University, nominated by the Vice-Chancellor</td> <td data-bbox="1278 1196 1458 1312">Member</td> </tr> <tr> <td data-bbox="691 1312 1278 1429">One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor</td> <td data-bbox="1278 1312 1458 1429">Member</td> </tr> <tr> <td data-bbox="691 1429 1278 1693">A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category</td> <td data-bbox="1278 1429 1458 1693">Member</td> </tr> <tr> <td data-bbox="691 1693 1278 1854">Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]</td> <td data-bbox="1278 1693 1458 1854">Member-Secretary</td> </tr> </table>	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman	One expert, not in the service of the University, nominated by the Vice-Chancellor	Member	One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member	Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
Vice-Chancellor or nominee of the Vice-Chancellor	Chairman											
One expert, not in the service of the University, nominated by the Vice-Chancellor	Member											
One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member											
A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member											
Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary											

13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

CENTRAL SANSKRIT UNIVERSITY

1.	Name of the Post	CURATOR	
2.	Number of Post(s)	01	
3.	Classification	Group 'B'	
4.	Scale of Pay	Pay Matrix Level-7, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 40 Years	
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) Atleast IInd class Acharya or M.A. in Sanskrit or equivalent qualifications from a recognized Institution.</p> <p>(ii) At least Diploma in Library & Information Science/Archaeology/Museology.</p> <p>(iii) Knowledge of Manuscriptology/Epigraphy.</p> <p>Desirable:</p> <p>(i) Knowledge of Hindi and/or English.</p> <p>(ii) Experience in the relevant discipline in any oriental manuscript Library.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A	
9.	Period of probation, if any	2 years	
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		Librarian/ Assistant Librarian	Member

		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		Librarian/ Assistant Librarian	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	ASSISTANT
2.	Number of Post(s)	22
3.	Classification	Group 'B'
4.	Scale of Pay	Pay Matrix Level-6, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Below 35 Years
7.	Educational & Other qualifications	<p><u>Essential :</u></p> <p>(i) A Bachelor's Degree from a recognized University/ Institution.</p> <p>(ii) Three years experience as UDC or equivalent in the Pay Matrix Level-4 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 minimum annual turnover of Rs.200 crores.</p> <p>(iii) Typing speed of 30 w.p.m. in English or 25 wpm. in Hindi or bilingual on computer.</p> <p>(iv) Proficiency in computer operation, noting and drafting</p> <p><u>Desirable:</u></p> <p>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>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	NO
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>40% By Promotion on seniority quota (failing which by Deputation)</p> <p>40% By Promotion through Limited Departmental Test(failing which by Deputation)</p> <p>20% By Direct Recruitment</p>

11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p>Promotion on Seniority Quota 5 years of regular service as UDC.</p> <p>Promotion through Limited Departmental Test (i) 3 years of regular service as UDC. (ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India & UGC Rules.</p> <p>For Deputation: Persons holding analogous posts or atleast three years' experience as UDC or equivalent in the Pay Matrix Level-4 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies.</p>	
12.	Composition of Departmental Promotion Committee/ Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration / Finance/ Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ ST/ OBC/ Minority/ Women/ PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice - Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/ Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	STENOGRAPHER GRADE-I
2.	Number of Post(s)	06
3.	Classification	Group 'B'
4.	Scale of Pay	Pay Matrix Level-6, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	Below 35 Years
7.	Educational & Other qualifications	<p><u>Essential Qualifications:</u></p> <p>(i) A Bachelor's Degree from a recognized University/Institution.</p> <p>(ii) Three years experience of Stenography or equivalent in the Pay Matrix Level-4 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.200 crores.</p> <p><u>Skill test norms on Computer</u></p> <p>Dictation: 10 minutes @ 100 w.p.m., Transcription: 40 minutes (English) or 55 minutes (Hindi).</p> <p><u>Desirable</u></p> <p>Knowledge of Sanskrit.</p> <p>Note:-</p> <p>(i) 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> <p>(ii) Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared.</p>
8.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees	N. A.
9.	Period of probation, if any	2 Years

10.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	40% By Promotion on seniority quota (failing which by Deputation) 40% By Promotion through Limited Departmental Test(failing which by Deputation) 20% By Direct Recruitment										
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	Person having a minimum regular service of 5 years as Stenographer Grade-II in the in the Pay Matrix Level-4 will be eligible for promotion. <u>Promotion on Seniority Quota</u> 5 years of continuous satisfactory service as Stenographer Grade-II. <u>Promotion through Limited Departmental Test</u> (i) 3 years continuous satisfactory service as Stenographer Grade-II. (ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India/UGC Rules. <u>For Deputation:</u> Persons holding analogous posts or atleast three years' experience as Stenographer Grade - II or equivalent in the Pay Matrix Level-4 of any Central/State Govt./ University/Public Sector Undertakings and other Central or State Autonomous Bodies.										
12.	Composition of Departmental Promotion Committee/ Departmental Confirmation Committee	<table border="1"> <tr> <td data-bbox="678 1167 1252 1256">Vice-Chancellor or nominee of the Vice-Chancellor</td> <td data-bbox="1252 1167 1458 1256">Chairman</td> </tr> <tr> <td data-bbox="678 1256 1252 1379">One expert, not in the service of the University, nominated by the Vice-Chancellor</td> <td data-bbox="1252 1256 1458 1379">Member</td> </tr> <tr> <td data-bbox="678 1379 1252 1503">One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor</td> <td data-bbox="1252 1379 1458 1503">Member</td> </tr> <tr> <td data-bbox="678 1503 1252 1783">A representative of SC/ST/OBC/ Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category</td> <td data-bbox="1252 1503 1458 1783">Member</td> </tr> <tr> <td data-bbox="678 1783 1252 2004">Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]</td> <td data-bbox="1252 1783 1458 2004">Member-Secretary</td> </tr> </table>	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman	One expert, not in the service of the University, nominated by the Vice-Chancellor	Member	One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member	A representative of SC/ST/OBC/ Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member	Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
Vice-Chancellor or nominee of the Vice-Chancellor	Chairman											
One expert, not in the service of the University, nominated by the Vice-Chancellor	Member											
One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member											
A representative of SC/ST/OBC/ Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member											
Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary											

13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice - Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

CENTRAL SANSKRIT UNIVERSITY

1.	Name of the Post	INSTRUCTOR	
2.	Number of Post(s)	02	
3.	Classification	Group 'B'	
4.	Scale of Pay	Pay Matrix Level-6, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 35 Years	
7.	Educational & Other qualifications	<u>Direct Essential</u> Post Graduate Degree in Sanskrit from a recognized University/Institution. <u>Desirable</u> (i) A Bachelor's Degree in Education. (ii) Ph.D. degree in Sanskrit	
8.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees	N. A.	
9.	Period of probation, if any	2 Years	
10.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member

		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

CENTRAL SANSKRIT UNIVERSITY

1.	Name of the Post	LIBRARY PANDIT	
2.	Number of Post(s)	01	
3.	Classification	Group 'B'	
4.	Scale of Pay	Pay Matrix Level-6, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 35 Years	
7.	Educational & Other qualifications	<p>Direct</p> <p><u>Essential</u></p> <p>(i) Post Graduate Degree in Sanskrit from a recognized University/Institution.</p> <p>(ii) Certificate in the Library & Information Science from a recognized institution.</p> <p>(iii) Good knowledge of English and Hindi.</p> <p><u>Desirable</u></p> <p>(i) Degree/Diploma in Library & Information Science.</p> <p>(ii) Certificate in Manuscriptology.</p> <p>(iii) Experience of working in a Library.</p>	
8.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees	N. A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		Librarian/ Assistant Librarian	Member

		A representative of SC/ST/OBC/Minority/Women/ PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		Librarian/ Assistant Librarian	Member
		A representative of SC/ST/ OBC/Minority/Women/ PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	MANUSCRIPT PANDIT	
2.	Number of Post(s)	01	
3.	Classification	Group 'B'	
4.	Scale of Pay	Pay Matrix Level-6, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 35 Years	
7.	Educational & Other qualifications	<p>Essential</p> <p>(i) Post Graduate Degree in Sanskrit from a recognized University/Institution.</p> <p>(ii) Certificate in Manuscriptology from a recognized institution.</p> <p>(iii) 2 years' experience of reading ancient manuscripts or working in a manuscript library.</p> <p>Desirable</p> <p>(i) Certificate in the Library & Information Science from a recognized institution.</p> <p>(ii) Knowledge of other ancient Scripts.</p>	
8.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees	N. A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		Librarian/ Assistant Librarian	Member

		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		Librarian	Member
		A representative of SC/ST/ OBC/Minority/Women/ PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	COPYIST	
2.	Number of Post(s)	01	
3.	Classification	Group 'B'	
4.	Scale of Pay	Pay Matrix Level-6, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 35 Years	
7.	Educational & Other qualifications	<p>Essential</p> <p>(i) Post Graduate Degree in Sanskrit from a recognized University/Institution.</p> <p>(ii) Knowledge and proficiency in reading ancient manuscripts as per local requirement.</p> <p>(iii) A good and clear hand-writing in Devanagari script.</p> <p>Desirable</p> <p>(i) Experience of working in any manuscript Library.</p> <p>(ii) Experience of copying work.</p>	
8.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees	N. A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		Librarian/Assistant Librarian	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member

		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		Librarian	Member
		A representative of SC/ST/ OBC/ Minority/Women/ PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	PROFESSIONAL ASSISTANT	
2.	Number of Post(s)	12	
3.	Classification	Group 'B'	
4.	Scale of Pay	Pay Matrix Level-6, as per 7 th CPC)	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 35 Years	
7.	Educational & Other qualifications	<p>Essential :</p> <p>(i) Post Graduate Degree in Library Science Or equivalent Degree from recognized University/Institution.</p> <p style="text-align: center;">Or</p> <p>Post Graduate Degree in Sanskrit with Bachelor's Degree in Library Science or equivalent from recognized University/Institution.</p> <p>(ii) Post Graduate Diploma/Certificate Course in Computer Application/Computer Science/Library Automation from a recognized University/Institution.</p> <p>Desirable:</p> <p>(i) Proficiency in noting and drafting.</p> <p>(ii) Knowledge of Sanskrit, Hindi and English.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which post/promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		Librarian/ Assistant Librarian	Member

		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		Librarian/ Assistant Librarian	Member
		A representative of SC/ST/ OBC/Minority/Women/ PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	TECHNICAL ASSISTANT (LAB)	
2.	Number of Post(s)	02 (For Shikshashastra/Education)	
3.	Classification	Group 'C'	
4.	Scale of Pay	Level-5, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 35 Years	
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) Shiksha-Shastri/Bachelor's Degree in Education from a recognized University.</p> <p>(ii) At least two years' experience of working in a research laboratory preferably attached with a recognized University or two years' experience in audio-visual productions/New Media Technology (NMT) in any Govt. Organization/PSU/Govt. Autonomous Institution.</p> <p>Desirable:</p> <p>(i) Knowledge and experience of handling equipment like Projectors, multi-media, tape-recorder, cassette record players, film projector, photocopier, digital camera etc. and repairing of electronics equipments etc.</p> <p>(ii) Knowledge of computer particularly in preparing Power-Point presentations.</p> <p>(iii) Knowledge in Sanskrit.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	N.A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member

		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	TECHNICAL ASSISTANT (LAB)
2.	Number of Post(s)	05 (For Computer)
3.	Classification	Group 'C'
4.	Scale of Pay	Level-5, as per 7 th CPC
5.	Whether Selection Post or Non-Selection Post.	Non-Selection
6.	Age limit for direct recruitment	Below 35 Years
7.	Educational & Other qualifications	<p>Essential:</p> <p>B.E./B.Tech. (Computer Science & Engineering/ Electronics & Communication Engineering/ Information Technology) or equivalent.</p> <p>OR</p> <p>Master in Computer Application (MCA) or equivalent.</p> <p>OR</p> <p>M.Sc. (Computer Science/Information Science) from a recognized University/Institute.</p> <p>OR</p> <p>B.Sc. (Computer Science)/BCA from recognized University or Institute with minimum 2 years experience in any Govt. Organization/ PSU / Govt. Aided/Autonomous /Private Autonomous Institution/ Startup.</p> <p>OR</p> <p>Three years Diploma in relevant field from a recognized Polytechnic/Institute with minimum 4 years experience in any Govt. Organization/ PSU/ Govt. Aided/Autonomous/Private Autonomous Institution/Startup.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	N.A.
9.	Period of probation, if any	2 years
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.

12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	UPPER DIVISION CLERK		
2.	Number of Post(s)	31		
3.	Classification	Group 'C'		
4.	Scale of Pay	Level-4, as per 7 th CPC		
5.	Whether Selection Post or Non-Selection Post.	Selection		
6.	Age limit for direct recruitment	N.A.		
7.	Educational & Other qualifications	N.A.		
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.		
9.	Period of probation, if any	2 years		
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion		
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	By promotion from L.D.C. on All India Seniority under the University with at least 5 years continuous regular service in that grade.		
12.	Composition of Departmental Promotion Committee/ Departmental Confirmation Committee	Departmental Committee/ Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
			One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
			One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
			A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
			Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	STENOGRAPHER GRADE-II	
2.	Number of Post(s)	09	
3.	Classification	Group 'C'	
4.	Scale of Pay	Level-4, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 30 Years	
7.	Educational & Other qualifications	<p>Essential At least 12th or equivalent qualification from a recognized Board or University.</p> <p>Skill test norms on Computer Dictation 10 minutes @ 80 w.p.m., Transcription 50 minutes (English) or 65 minutes (Hindi)</p> <p>Desirable Knowledge of Sanskrit.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member

		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

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1.	Name of the Post	LOWER DIVISION CLERK	
2.	Number of Post(s)	55	
3.	Classification	Group 'C'	
4.	Scale of Pay	Level-2, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 30 Years	
7.	Educational & Other qualifications	<p>Essential 12th Class or equivalent qualification from a recognized Board or University.</p> <p>Skill test norms on Computer English typing @ 35 w.p.m. or Hindi/Sanskrit typing @ 30 w.p.m. (time allowed 10 minutes). (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word.)</p> <p>Desirable (i) Knowledge of Sanskrit. (ii) B.A. or equivalent with Sanskrit as one of the subjects.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotion by LDCE	In case of Age - Not applicable For Qualification: As prescribed in column 7	
9.	Period of probation, if any	2 years	
10.	Method of recruitment : Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(i) 80% by direct recruitment. (ii) 20% recruitment by Limited Department Competitive Examination (LDCE) from amongst the Group C Staff of CSU in the Pay Matrix Level-1 as per 7 th CPC and who possess Senior Secondary (10+2) or equivalent qualification and have rendered 3 years of regular service in the grade.	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Promotion Committee/ Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member

		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	STAFF CAR DRIVER	
2.	Number of Post(s)	04	
3.	Classification	Group 'C'	
4.	Scale of Pay	Level-2, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 30 Years	
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) 10th class or equivalent pass from a recognised School/Institute/Board.</p> <p>(ii) Possession of a valid commercial driving license for Light/Medium /Heavy Vehicles issued by the Competent Authority having no adverse endorsement.</p> <p>(iii) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle).</p> <p>(iv) 3 years' experience of driving of Light Motor Vehicle.</p> <p>Desirable:</p> <p>(i) Possessing a valid license for Heavy Motor Vehicle.</p> <p>Note:- A driving test will be conducted through an Agency identified by the University.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	<p>Direct Recruitment through written test, driving test, skill test, knowledge of traffic rules.</p> <p>General:</p> <p>Actual test of driving skill will be conducted by the University through the authorized government workshop or reputed agency.</p>	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member

		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

1.	Name of the Post	LIBRARY ATTENDANT	
2.	Number of Post(s)	08	
3.	Classification	Group 'C'	
4.	Scale of Pay	Level-1, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Non-Selection	
6.	Age limit for direct recruitment	Below 30 Years	
7.	Educational & Other qualifications	<p>Essential:</p> <p>(i) 12th Class or equivalent qualification from a recognized Board or University.</p> <p>(ii) Certificate/Diploma in Library and Information Science from a recognized University/Institute.</p> <p>Desirable:</p> <p>(i) Knowledge of computer typing.</p> <p>(ii) Experience of having worked in library.</p> <p>(iii) Knowledge of Sanskrit.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member

		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

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1.	Name of the Post	MULTI TASKING STAFF (MTS)	
2.	Number of Post(s)	95	
3.	Classification	Group 'C'	
4.	Scale of Pay	Level-1, as per 7 th CPC	
5.	Whether Selection Post or Non-Selection Post.	Not applicable	
6.	Age limit for direct recruitment	Below 30 Years	
7.	Educational & Other qualifications	<p>Essential: Matriculation or equivalent from a recognized Board or Institution.</p> <p>Desirable: (i) 2 years of relevant experience specially in the following fields such as: Driving of staff car/heavy vehicles, electrical or electronics works, pump-operation & plumbing works, carpeting, 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..</p> <p>(ii) Knowledge of Computer.</p>	
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	N.A.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	N.A.	
12.	Composition of Departmental Confirmation Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		One expert, not in the service of the University, nominated by the Vice-Chancellor	Member
		One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	Member

		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary
13.	Composition of Selection Committee	Vice-Chancellor or nominee of the Vice-Chancellor	Chairman
		Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Member
		One teacher of the University to be nominated by the Vice-Chancellor	Member
		A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category	Member
		Registrar [Deputy Director (Admn.)/ Deputy Registrar (Admn.) in case, the Registrar is not available.]	Member-Secretary

SCHEDULE -III

**DUTIES & RESPONSIBILITIES OF THE
NON-TEACHING EMPLOYEES OF THE UNIVERSITY**

CENTRAL SANSKRIT UNIVERSITY

CENTRAL SANSKRIT UNIVERSITY

DUTIES & RESPONSIBILITIES OF NON-TEACHING EMPLOYEES OF THE UNIVERSITY

Every non-teaching employee of the University shall be responsible to the 'Appointing Authority' either directly or through the officer concerned/unit in-charge/Campus Director/Deans of School of Studies/HoDs of his/her respective department/section.

The employees of the University can be transferred/posted to any Section/Division or Campus of the University across India as per exigency of situation/Transfer Policy of the University.

Every employee shall be required:

- a) To abide by the rules, regulations and provisions as prescribed or adopted by the University, the Act & Statutes, the resolutions of the statutory bodies of the University, the Guidelines issued by UGC/NCTE/Govt. of India from time to time.
- b) To maintain absolute integrity, confidentiality, discipline and devotion to duty at all time.

REGISTRAR:

1. The Registrar shall be a whole time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee. The Registrar shall work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.
2. The Registrar shall be appointed for a term of five years and shall be eligible for reappointment after following such procedure as may be laid down for such appointment.
3. The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Central Government from time to time.

Provided that the Registrar shall retire on attaining the age of sixty two years.

4. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
5. The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University.
6. (a) The Registrar shall have the power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action

proposed to be taken in regard to him;

- (b) An appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a);
- (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, The Registrar shall, upon the conclusion of the inquiry, make a report to the Vice Chancellor along with his/her recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice Chancellor imposing any penalty.

- 7. The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council but shall not be deemed to be member of either of these authorities and he/she shall be ex officio Member Secretary of the Court and of the Planning and Monitoring Boards.
- 8. It shall be the duty of the Registrar:
 - (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his/her charge;
 - (b) to issue all notices, convening meetings of the Court, the Executive Council, the Academic Council, the Planning and Monitoring Board, and of any Committees appointed by those authorities;
 - (c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and the Planning and Monitoring Board and of any Committees appointed by those authorities;
 - (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Planning and Monitoring Board;
 - (e) to supply to Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and of the minutes of such meetings;
 - (f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his/her representative for the purpose; and
 - (g) to perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations or as may be required from time to time by the Executive Council or the Vice Chancellor.

FINANCE OFFICER:

- 1. The Finance Officer shall be a whole time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.

2. The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment after following such procedure as may be laid down for such appointment.
3. The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Central Government of India from time to time.

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

4. 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/her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
5. The Finance Officer shall be ex-officio Member - Secretary of the Finance Committee.
6. The Finance Officer shall -
 - (a) Exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - (b) Perform such other financial functions as may be assigned to him/her by the Executive Council or as may be prescribed by the Statutes or the Ordinances.
 - (c) Be responsible to ensure that provisions of GFR/Govt. of India Rules are strictly followed.
7. Subject to the control of the Executive Council, the Finance Officer shall -
 - (a) hold and manage the property and investments of the University including trust and endowed property;
 - (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on purpose for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - (e) watch the progress of the collection of revenues and advise on the methods of collection employed;
 - (f) ensure that the registers of buildings, land, furniture and equipment are maintained upto date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centers and Specialized Laboratories;
 - (g) bring to the notice of the Vice Chancellor un-authorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault, and

- (h) call for, from any office, Department, Campus, Centre, Laboratory, College, School of Studies or institution maintained by the University, any information or returns that he/she may consider necessary for the performance of his/her duties.
8. Any receipt given by the Finance Officer or the person or the persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.
 9. The Finance Officer shall perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations or as may be required from time to time by the Executive Council or the Vice Chancellor.

CONTROLLER OF EXAMINATIONS

1. The Controller of Examinations shall be a whole time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee. The Controller of Examinations shall work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.
2. The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment after following such procedure as may be laid down for such appointment.
3. The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Central Government of India from time to time.

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.

4. When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
5. The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.
6. The Controller of Examinations shall be the Member-Secretary of Examination Board of the University.
7. He/she shall:-
 - (i) be responsible for making all arrangements necessary for holding examinations & tests and declaration of results.
 - (ii) ensure that all the specific directions of the Executive Council, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
 - (iii) be responsible for issue of date sheets for conducting examinations for different programmes, theory as well as practical examinations, based on academic

calendar and also organize the meetings of the Unfair Means (UFM) Committee.

- (iv) be responsible for coordination of examination work with different committees, Directors of Campuses/HoDs/Deans as authorized by the Vice-Chancellor.
 - (v) be responsible for declaration of results for various courses and issue of certificates, diplomas, mark-sheets, degrees after the approval of the competent authority.
 - (vi) be responsible for coordination of paper-setting, moderation, evaluation and all other related work.
 - (vii) be responsible for making proposals for financial norms for examination related matters.
 - (viii) be responsible for coordination with other Universities, AIU, UGC in matters of examination, granting equivalence etc..
8. The Controller of Examination shall perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations or as may be required from time to time by the Executive Council or the Vice Chancellor.

PROJECT OFFICER

1. The Project Officer shall be responsible to the Vice-Chancellor through Director of the Campus/Registrar.
2. He/she shall:-
 - (i) be a person of high learning and established merit with deep knowledge of manuscripts.
 - (ii) be able to mastermind the whole operation of the manuscripts survey, to guide the programme and to coordinate the various activities of staff.
 - (iii) be able to manage the projects assigned by the Ministry/other authorised agencies/University.
 - (iv) prepare proposals, budget etc. for the projects.
 - (v) facilitate flow of essential information to the concerned authorities and staff members regarding different projects.
 - (vi) guide, train and tutor new users on manuscriptology.
 - (vii) provide input for development of new resource planning tool and resourcing process.
 - (viii) interact with various agencies like Manuscript Mission, Universities, Government Bodies who are in possession of rare books/manuscripts.
 - (ix) prepare educational programmes for University and arrange dissemination of knowledge through different media including video conferencing/tele conferencing etc.
 - (x) to design and maintain the website of University.

- (xi) to arrange training for the staff in the latest Computer/E-Technology.
- (xii) to update continuously training and user guide information for tool and resourcing process.
- (xiii) to establish link among the campuses through LAN, WAN, Weblink pages, etc. of the website of the University.
- (xiv) to manage, supervise & control multiple projects through projects life cycle and Information & Communications Technology (ICT) Cell.
- (xv) any other duties as and when assigned by the Competent Authority of the University from time to time.

DEPUTY DIRECTOR (ADMINISTRATION) - (Proposal submitted to GoI for conversion into Deputy Registrar)

1. The Deputy Director (Administration) shall be responsible to the Vice-Chancellor through the Registrar.
2. Subject to the direct control and supervision of the Registrar, he/she shall:
 - (i) be Divisional Head and manage & supervise Administration & Establishment/Estates, Co-ordination.
 - (ii) liaison with the University Grants Commission, Ministry of Education and other outside agencies/organizations.
 - (iii) service matters such as appointments, promotions, financial up-gradations, revision of pay scales, transfers, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to both teaching and non-teaching employees of the University.
 - (iv) prepare and implement Manpower Planning, monitor Attendance and Punctuality.
 - (v) be responsible for timely purchase and issue of Liveries.
 - (vi) be responsible for settlement of Audit Paras relating to administration, General Supervision of Non-teaching staff working under him/her.
 - (vii) make allotment of Staff Quarters, arrangement for maintenance of staff car/hiring of vehicles etc.
 - (viii) ensure Implementation of various policies of Government of India viz. reservation and Raj Bhasha Policy.
 - (ix) attend to all legal cases in co-ordination with Standing Counsel of the University.
 - (x) provide assistance to CPIO in obtaining the relevant information under the RTI Act, 2005.
 - (xi) conduct physical verification of stores.
 - (xii) deal with the matters relating to the meetings of various Committees of the University.

- (xiii) make arrangement for engagement of security/manpower/housekeeping Agencies.
- (xiv) deal with the various committees constituted from time to time by the UGC/Ministry.
- (xv) prepare various important proposals including proposals for establishment of new campuses/ ASSSs/ ASMs/projects/agenda/minutes.
- (xvi) arrange processing of various claims such as Medical claims, Children education allowances etc. and benefits such as retirement benefits, promotions etc.
- (xvii) conduct the various programmes/meetings/functions of the University.
- (xviii) initiate various proposals and prepare drafts and submit the same to the higher authority for consideration and approval in time bound manner.
- (xix) exercise such other powers and perform such other duties as may be delegated/assigned to him/her by the Competent Authority from time to time.

DEPUTY DIRECTOR (FINANCE)- (Proposal submitted to GoI for conversion into Deputy Registrar)

1. The Deputy Director (Finance) shall be responsible to the Vice-Chancellor through Finance Officer and shall act as Drawing & Disbursing Officer (DDO) of University.
2. Subject to the direct control and supervision of the Finance Officer, he/she shall:
 - (i) be Divisional Head and manage & supervise Finance wing of the University.
 - (ii) arrange to submit the request to the UGC/MoE for release of Grants timely and follow up as may be necessary.
 - (iii) ensure timely utilization of grants by the Headquarters and also by the campuses.
 - (iv) perform supervision of the work relating to classification of receipts and payments into budgetary heads.
 - (v) ensure preparation of Annual Accounts/Budget Estimates/Revised Estimates.
 - (vi) make arrangements of the works relating to Finance Committee Meeting and other meetings as per requirement.
 - (vii) monitor receipt of grants from UGC/MoE and other funding agencies and issue of Utilization Certificates.
 - (viii) ensure maintenance of receipts and payments and record the same in the Cash Book.
 - (ix) ensure reconciliation of bank balances as per books of accounts and cash books.
 - (x) plan and Execute Investment of surplus amounts as per the guidelines of Govt. of India.

- (xi) ensure maintenance of all PF accounts, NPS accounts relating to Teaching & Non-Teaching staff.
- (xii) arrange to issue sanctions in respect of Pensions and Gratuity & Maintenance of Account.
- (xiii) scrutinize and pass medical claims as per the authorized limit and cases.
- (xiv) plan Investment of PF amounts as per rules.
- (xv) scrutinize, Check, Pass salary bills/pension bills/Purchase bills/expenditure under various heads.
- (xvi) scrutinize pay fixation, HBA, PF withdrawals and other advances.
- (xvii) arrange internal as well as CAG audit and settle Audit Paras if any.
- (xviii) effect recovery of the Income Tax from the payment bills and submit return to the Income Tax Department.
- (xix) liaison with the University Grants Commission, Ministry of Education and other outside agencies/organizations, Finance Management, Project Management, etc..
- (xx) deal with the various committees constituted from time to time by the UGC/Ministry.
- (xxi) exercise such other powers and perform such other duties as may be delegated/assigned to him/her by the Competent Authority from time to time.

DEPUTY DIRECTOR (ACADEMIC) - (Proposal submitted to GoI for conversion into Deputy Registrar)

1. The Deputy Director (Academic) shall be responsible to the Vice-Chancellor through Dean/Director (Academic Affairs)/Registrar.
2. Subject to the direct control and supervision of the Dean /Director (Academic Affairs)/Registrar, he/she shall:
 - (i) be Divisional Head and manage & supervise Academic wing of the University.
 - (ii) be responsible for a whole range of activities associated with admissions of students, overseeing responses to queries from students, staff and external organizations; following up with relevant parties in relation to prospective student enquiries, producing research data, analyses and reports as needed and maintaining accurate records.
 - (iii) liaison with the University Grants Commission, Ministry of Education and other outside agencies/organizations regarding all academic matters.
 - (iv) prepare and implement academic plans, arrange revision of syllabi of various courses through Boards of Studies/Academic Council, process project proposals, prepare proposals for introduction of new programmes/courses, etc..
 - (v) monitor affiliated institutions and affiliation process.

- (vi) be responsible for settlement of Audit Paras relating to academic activities.
- (vii) ensure Implementation of various educational policies of Government of India, Regulatory Bodies such as UGC, NCTE, AICTE etc.
- (viii) deal with the matters relating to the preparation of agenda and minutes of meetings of Planning and Monitoring Board, Academic Council, Board of Studies and various academic sub-committees of the University, circulation and taking follow up action.
- (ix) ensure standards for academic performance and prepare annual calendar of academic programmes.
- (x) exercise such other powers and perform such other duties as may be delegated/assigned to him/her by the Competent Authority from time to time.

DEPUTY CONTROLLER OF EXAMINATION

1. The Deputy Controller of Examination shall be responsible to the Vice-Chancellor through Controller of Examinations.
2. Subject to the direct control and supervision of the Controller of Examinations, he/she shall:
 - (i) be Divisional Head and manage & supervise Examination wing of the University.
 - (ii) be responsible for
 - (a) a whole range of activities associated with examinations in the University,
 - (b) maintaining coordination of University-wide examinations and publication of results of students,
 - (c) following up with relevant parties in relation to prospective student enquiries, examinations and results thereof as required,
 - (d) assisting in maintaining accurate records, administering the printing, preparation, record-keeping and delivery of examination papers,
 - (e) organizing public events such as open days, promotional expos and convocation ceremonies,
 - (f) holding of the examiners' meetings, distribution of answer scripts to the examiners and collection of the marked answer scripts together with marks sheets from all examiners,
 - (g) assisting in selection of Examination Centres and deputing observers therefor,
 - (h) assisting in evaluation of Research Thesis and conducting Viva-Voce for researchers for award of Vidyavaridhi/Ph.D,
 - (i) arranging/monitoring the flying squad in different centres.
 - (iii) exercise such other powers and perform such other duties as may be delegated/assigned to him/her by the Competent Authority from time to time.

ASSISTANT DIRECTOR (Correspondence Course, Research & Publication and Examination)-(Proposal submitted to GoI for conversion into Assistant Registrar/ Assistant Controller of Examination)

1. The Assistant Directors (Correspondence Course, Research & Publication and Examination) shall be responsible to the Vice-Chancellor/Registrar/Director, Mukta Swadhyaya Peetham/Director, Academic Affairs/Controller of Examination through Deputy Director (Academic) and Deputy Controller of Examination as the case may be and will perform such duties as assigned to him/her by his/her superiors relating to the wing, where he/she is posted.
2. He/She shall assist his/her Superiors in performing the following duties as appropriate to his/her posting:
 - (i) Administration & Establishment, Estate, Staff Quarters Allotments, Purchase matter, Implementation of RTI Act, 2005, Co-ordination, Legal Affairs, Recruitment, Implementation of various policies/schemes of the Govt. of India/UGC meant for the welfare of SC/ST/PH/OBC/Women/Minorities, Raj Bhasha.
 - (ii) Administration of academic, correspondence/MSP, Res. & Pub. and examination wings as the case may be, providing academic support services, affiliation, preparation of annual report, assisting in coordination of meetings of Academic council, Preparation of Lessons & evaluation, meetings of Planning and Monitoring Board and Board of Studies, preparing proposals for Development / Project Management /Research Management and assisting the Deans of School of Studies, Guest House/Hostel Management, examination works related to Pre, during and Post examination, managing the works of accounts, finance, grants and internal audit etc., as pertain to his/her wing.
 - (iii) any other duties as and when assigned by the Competent Authority from time to time.

ACCOUNTS OFFICER (INTERNAL AUDIT)-(Proposal submitted to GoI for conversion into Assistant Finance Officer)

1. The Accounts Officer (Internal Audit) shall be responsible to the Vice Chancellor/Registrar/Finance Officer through Deputy Director (Finance) and shall perform such duties as assigned to him/her by his/her superiors relating to the wing.
2. He/She shall under directions of his/her superiors carry on continuous Internal Audit of University and shall assist in managing the works of accounts, finance and grants.
3. He/She shall be responsible for the checking of the daily cash balance of the University.
4. He/She shall prepare financial estimates of the schemes/activities as may be referred to him/her.
5. He/She shall take necessary follow-up action for realization of sanctioned grants and see to proper disbursement thereof in terms of sanction.
6. He/She shall perform such other duties as may be assigned to him by the Competent Authority from time to time.

SECTION OFFICER

1. The Section Officer shall be responsible to the Registrar/Finance Officer/ Controller of Examination through Division Head.
2. He/She shall assist and work under the guidance and supervision of the Deputy Director and Assistant Director and perform the following duties:-
 - (i) monitoring work of the section, allocation of the receipts to subordinate staff, ensuring disposal of cases on time and preparing arrears report of the Section for submission to higher authorities.
 - (ii) taking follow up action on letters/reminders received from the UGC/Ministry/Campuses or any other organisation.
 - (iii) submitting the files to the higher authorities with proper supporting papers to the authorities to enable them to take appropriate and timely decisions, conveying such decisions to the appropriate agencies/ensuring implementation of such decisions.
 - (iv) maintaining confidentiality and secrecy wherever desired and also safe keeping the records/files entrusted to him/her by the higher authorities.
 - (v) allotting/distributing and coordinating works to dealing assistants of Section.
 - (vi) undertaking direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the University.
 - (vii) initiating various proposals and preparing drafts for submission to the higher authorities for consideration and approval in time bound manner.
 - (viii) any other duties assigned to him/her by the Competent Authority from time to time.

PROFESSIONAL ASSISTANT:

1. The Professional Assistant shall be responsible to the Registrar/Director of the Campus through Assistant Librarian as the case may be.
2. He/She shall assist and work under the guidance and supervision of the Director of the Campus/Assistant Librarian/In-charge (Library)/Deputy Director as the case may be and perform the duties as assigned to him/her as per the circular/internal departmental work distribution schedule.
3. Any other duties assigned to him/her by the Competent Authority from time to time.

CURATOR

1. The Curator shall be responsible to the Registrar/Director of the Campus as the case may be.
2. He/She shall:
 - (i) be responsible for preservation of significant cultural items/manuscripts.
 - (ii) organize artefacts or items so they can be displayed in collections or stored for safe-keeping.

- (iii) be responsible for negotiation of the price and acquisition of collections, as well as loan materials to other institutions.
- (iv) manage a staff of technicians, researchers and clerical workers so that items are properly catalogued or registered.
- (v) organize training to the concerned staff.
- (vi) provide copy for academic journals.
- (vii) be involved in promoting the interest of the University to the public which may include collections of manuscripts and rare books
- (viii) organize workshops and provide service to the researchers and academicians.
- (ix) perform the duties as may be assigned by the Registrar/Director of the Campus as the case may be.

ASSISTANT

1. The Assistant shall be responsible to the Registrar/Director of the Campus through Deputy Director / Assistant Director/Section Officer, as the case may be.
2. He/She shall assist and work under the guidance and supervision of the Section Officer/Assistant Director/Deputy Director or any other Officer In-charge and perform the duties as assigned to him/her as per the circular/internal departmental work distribution schedule which inter-alia includes the following:
 - (i) submission and disposal of cases promptly.
 - (ii) up-keeping of all the files and records.
 - (iii) preparing notes, draft letters, general typing work.
 - (iv) assisting in organizing meetings, conferences and workshops, and preparing agenda and minutes of the meeting of various Committees of the University.
 - (v) attending any other duties assigned to him/her by the competent authority from time to time.

STENOGRAPHER GRADE-I

1. The Stenographer Grade-I shall be responsible to the Registrar/Director of the Campus.
2. He/She shall assist and work under the guidance and supervision of the Assistant Director/Deputy Director/Director of the Campus or any other Officer In-charge.
3. He/She shall perform the following duties:
 - (i) taking dictation and typing work to help his/her 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 University.

- (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
- (vii) preparing information for Annual Reports, Newsletter, etc., pertaining to the University activities.
- (viii) referring/directing callers (in person/telephone)/papers to appropriate persons in the University.
- (ix) be responsible for the safe custody of all the files in the University and maintain strict confidentiality on all matters related to the Officer's work of any nature.
- (x) any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.

INSTRUCTOR

1. The Instructor shall be responsible to the Director (MSP)/Registrar through Deputy Director/ Assistant Director concerned, as the case may be.
2. He/she shall:
 - (i) ensure diagnosing the student's readiness to learn,
 - (ii) monitor student progress towards objectives sought,
 - (iii) recognize and discover a student's learning difficulties,
 - (iv) stimulate students to further efforts,
 - (v) evaluate the quality of a student's learning,
 - (vi) assign a grade to estimate learning outcomes.
 - (vii) perform any other duties assigned to him/her from time to time by the superior Officers.

LIBRARY PANDIT

1. The Library Pandit shall be responsible to the Registrar/Director of the Campus through Deputy Director /Assistant Librarian/Library In-charge. He/She shall assist and work under the guidance and supervision of the Assistant Librarian/ Director of the Campus.
2. He/She shall:
 - (i) assist in 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 works as assigned.

- (ii) carryout the data feeding work, general typing work by computer and library automation works.
- (iii) 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) initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
- (v) perform any other work as and when assigned by the Competent Authority/Officer In-charge of the Library of the University.

MANUSCRIPT PANDIT

1. The Manuscript Pandit shall be responsible to the Registrar/Director of the Campus through Deputy Director / Assistant Librarian/Library In-charge/Curator.
2. He/She shall perform the following duties:
 - (i) copying manuscripts, classification and catalogue work of manuscripts.
 - (ii) proof reading and manuscript publication work.
 - (iii) preparation of Library Index cards subject-wise and author wise for manuscripts.
 - (iv) survey and collection of manuscripts and books.
 - (v) any other work as assigned by Director of the Campus/Curator.

COPYIST

1. The Copyist shall be responsible to the Registrar/Director of the Campus through Deputy Director / Assistant Librarian/Library In-charge/Curator.
2. He/She shall perform the duties as assigned by Director of the Campus, which includes copying, editing, proof reading, publication and allied works pertaining to manuscripts and other scripts etc.

PROFESSIONAL ASSISTANT

1. The Professional Assistant shall be responsible to the Assistant Librarian/Director of the Campus/ Registrar.
2. He/She shall:
 - (i) assist and handle in acquisition routines of books & periodicals, classification of books/documents, cataloguing of books, preparing bibliographies and documentation lists, circulation work, stack and maintenance work, other professional work, data feeding as and when required, Library automation, preparation of bibliographies and indexes etc.

- (ii) interact with the academic community in order to determine their requirements of reading materials and acquire the same for the library.
- (iii) provide reference services and documentation services to the faculty members, research scholars and students.
- (iv) supervise the library activities of the University or concerned campus.
- (v) attend correspondence relating to Library.
- (vi) perform any other duties assigned from time to time by the Assistant Librarian/Director of the Campus.

TECHNICAL ASSISTANT (LAB)-FOR SHIKSHASHASTRA/EDUCATION:

1. The Technical Assistant (Lab) shall be responsible to the Registrar/Director of the Campus through Deputy Director/HoD.
2. He/She shall:
 - (i) work under the direction/supervision of Campus Director/Head of Department of Shikshashastra/Education/Division In-charge and assist in smooth functioning of the concerned laboratories.
 - (ii) assist in operation, upkeep and maintenance of equipments entrusted to his/her care and also carry out rectification of minor defects in the instruments.
 - (iii) maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory and obtain the signature of the Head of the Department.
 - (iv) carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him/her by the Campus Director/Head of the Department/Division In-charge.
 - (v) provide technical support in the classroom such as arranging power point presentation, overhead projector (OHP) and other assistance as required for the Departments of the Campus.
 - (vi) supervise works of the subordinate technical staff if any, maintain the attendance register of the students of the Department and ensure timely submission of reports to the Campus Director/ Head of the Department/Division In-charge.
 - (vii) ensure timely procurement of consumables and process the requisitions in advance for signature and onward transmission to the appropriate authority.
 - (viii) 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.
 - (ix) such other jobs that may be assigned to him/her by the Campus Director/Head of the Department/Division In-charge from time to time.

TECHNICAL ASSISTANT (LAB)-FOR COMPUTER:

1. The Technical Assistant (Lab) shall be responsible to the Registrar/Director of the Campus through Deputy Director/HoD/ICT In-charge and broadly perform the following duties as assigned to him from time to time.
2. He/She shall:
 - (i) be responsible to the Registrar/Campus Director and shall work under the direction/supervision of the In-charge of the concerned Department or Dean/HOD 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/HOD of the Faculty, as the case may be.
 - (iv) carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him by the Campus Director/Dean/Head of Department, Professor & Director/Section In charge.
 - (v) 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 University.
 - (vi) 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.
3. Any other duties and responsibilities that may be assigned to him/her by the Registrar/Campus Director/Dean/HOD/Section In-charge from time to time.
4. The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

UPPER DIVISION CLERK

1. The Upper Division Clerk shall be responsible to the Registrar/ Director of the Campus through Section Officer. He/she shall assist and work under the guidance and supervision of the Section Officer/ Assistant Director/Deputy Director or any other Officer superior to him/her.
2. He/She shall:
 - (i) ensure maintenance of files, records, registers and any other classified/unclassified/ regulatory documents.
 - (ii) attend to diary and dispatch works as and when assigned.
 - (iii) initiate proposals, deal with files including noting, drafting for correspondence, data entry/general typing work.

- (iv) attend to works pertaining to care-taker, cashier, store, purchase, pay bill, income tax, staff car maintenance, maintenance of equipment and also deal with the service/establishment/accounts matters, advertisements, field works and in other sectors as per requirements.
- (v) attend to any other duties as and when assigned by the Controlling Officer/Competent Authority of the University.

STENOGRAPHER GRADE-II:

1. The Stenographer shall be responsible to the Registrar/Director of the Campus through his/her Controlling Officer. He/She shall assist and work under the guidance and supervision of the Assistant Director/Deputy Director.
2. He/She shall:
 - (i) take dictation and transcribe, attend to computer typing, e-mailing, fax, telephone calls, data entry etc.
 - (ii) attend to diary and dispatch work and also ensure movement of files of the concerned section.
 - (iii) keep confidential records, telephone register, Log Book, office equipment and any other records/equipments in safe custody.
 - (iv) attend to fixing of appointments and keep general supervision of cleanliness, hygiene.
 - (v) initiate various proposals and prepare drafts on computer and submit the same to the Controlling Officer for consideration and approval in time bound manner.
 - (vi) perform any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

LOWER DIVISION CLERK:

1. The Lower Division Clerk shall be responsible to the Registrar/ Director of the Campus through Section Officer. He/She shall assist and work under the guidance and supervision of the Section Officer, Assistant Director/Deputy Director or any other Officer In-charge.
2. He/She shall:
 - (i) perform diary, dispatch and typing work.
 - (ii) maintain files, records, registers and any other classified/unclassified/regulatory documents.
 - (iii) deal with files on different issues including noting, drafting, general typing and data entry on computer etc.
 - (iv) perform the duties of care-taker or provide assistance therefor, cashier, cash collection, counter-clerk, store-keeper, accounts clerk and field duties as may assign.

- (v) assist superiors in organizing the meetings, preparation of agenda, minutes of various Committees of the University.
- (vi) perform any other duties as and when assigned by the Controlling Authority from time to time.

STAFF CAR DRIVER:

1. The Staff Car Driver shall be responsible to the Registrar/Director of the Campus through Officer attached to.
2. He/She shall:
 - (i) drive vehicles, maintain log book of the vehicle, keep record of the fuel and mileage, carry out minor repairs and maintain cleanliness and road worthiness of vehicles.
 - (ii) be responsible for the proper maintenance/safety and timely renewal of the insurance policy/pollution certificate of the vehicle(s).
 - (iii) extend courtesy to the Officer and Guest travelling in the Vehicle.
 - (iv) be required to stay in the campus as and when the Staff Quarters will be allotted to him/her under the essential categories for performing the duties of Staff Car Driver.
 - (v) 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.
 - (vi) be required to perform the duties of the MTS if required.
 - (vii) perform any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

LIBRARY ATTENDANT:

1. The Library Attendant shall be responsible to the Registrar/Director of the Campus through Assistant Librarian/Professional Assistant. He/She shall assist the Assistant Librarian/Professional Assistant in day to day work of Library and work under their guidance and supervision.
2. He/she shall:
 - (i) place books in shelves, racks on day to day basis and attend to dusting of books racks, table and furniture etc.
 - (ii) attend to duty at the Library entrance gate including checking of books.
 - (iii) attend to shift duties including night shift, duty in late hours in the reading room and on holidays.
 - (iv) make entry of newspapers, journals and magazines.
 - (v) operate xerox machine, arrange binding of books, lamination of cards/identity cards, field duty.
 - (vi) attend to such other works as assigned by his/her superiors from time to time.

MULTI TASKING STAFF (MTS):

1. The MTS shall be responsible to the Registrar/ Director of the Campus through Section Officer. He/She shall assist and work under the guidance and supervision of the Section Officer/ Assistant Director/ Deputy Director or any other Officer In-charge.
2. He/She shall perform the following duties:
 - (i) Physical maintenance of records of section.
 - (ii) General cleanliness & upkeep of the Section/Unit.
 - (iii) Carrying of files & other papers within the building.
 - (iv) Photocopying, sending of FAX etc.
 - (v) Other non-clerical work in the Sections/Unit.
 - (vi) Assisting in routine office work like diary, dispatch etc. including on computer.
 - (vii) Delivering of Dak (inside & outside the building)
 - (viii) Watch & ward duties.
 - (ix) Opening & closing of rooms.
 - (x) Cleaning of rooms.
 - (xi) Dusting of furniture etc.
 - (xii) Cleaning of building, fixture etc.
 - (xiii) Work related to his/her ITI qualification, if it exists
 - (xiv) Driving of vehicles, if in possession of valid driving license
 - (xv) Upkeep of parks, lawns, potted plants etc.
 - (xvi) Any other work assigned by superior authority.