



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

कैम्प कार्यालय, एचपीसीए क्रिकेट स्टेडियम के निकट, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176215
Camp Office, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-176215
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Employment No.: 001/2023

Dated: 03.02.2023

RECRUITMENT FOR NON - TEACHING POSITIONS

Online Recruitment Applications are invited from eligible Indian citizens for the followings Non-Teaching and other academic posts positions on Direct Recruitment / Deputation basis in Central University of Himachal Pradesh, Dharamshala:

Sr. No.	Positions	Pay Level	No. of Posts
'Group-B' Posts (On Direct Recruitment Basis):			
1.	Hindi Translator	Level-06	01 (UR -PWD-OH)
2.	Private Secretary	Level-07	02 (UR-02)
3.	Security Officer	Level-07	01 (UR)
'Group-B' Posts (On Deputation Basis; initially for a period of 03 years):			
4.	Personal Assistant	Level-06	03 (UR-03)
Total 'Group-B' Posts			07 (4+3 Deputation)
'Group-C' Posts (On Direct Recruitment Basis):			
1.	Cook	Level-02	02 (UR-02)
2.	Kitchen Attendant	Level-01	02 (UR-02)
3.	Hostel Attendant	Level-01	01 (UR)
4.	Laboratory Assistant	Level-04	01 (UR)
5.	Laboratory Attendant	Level-01	01 (UR)
6.	Library Attendant	Level-01	03 (UR-01, UR-01-PWD-VH-LV & SC-01)
7.	Statistical Assistant	Level-05	01 (UR)
8.	Upper Division Clerk (UDC)	Level-04	02 (UR-02)
9.	Lower Division Clerk (LDC)	Level-02	02 (01-UR & 01-Ex-Serviceman)
10.	Security Inspector	Level-05	01 (UR)
Total 'Group-C' Posts			16

GENERAL INSTRUCTIONS

1. The **Link** for submission of **online application form** shall be open w.e.f. **07.02.2023**.
2. **Last Date of receipt of applications: 09.03.2023.**
3. **Application Fee: Rs. 500/- for General and Rs. 400/- for OBC category. The SC/ST/PWD/Female applicants are exempted from paying the application fee. The application fee once paid shall neither be refunded nor be held in reserved for any other examination or selection under any circumstances. NO claim for refund shall be entertained.**
4. The Unfilled posts advertised vide employment notice No. 002/2021 dated 26.10.2021 stands withdrawn in view of new Recruitment Rules circulated by the UGC, New Delhi.
5. The candidates who have earlier applied for any Non-Teaching position against Employment Notice No. 002/2021 dated 26.10.2021 are compulsorily required to apply again, if they fulfil eligibility criteria as per new Recruitment Rules circulated by the UGC (current advertisement), without paying requisite fee by endorsing reference of previous application number and uploading previous fee receipt at the appropriate window provided for the purpose in Online SAMARTH portal. The such fee exemption shall be for same post only.
6. The Post(s) of Personal Assistant is on Deputation basis initially for a period of 03 years, which can further be extended upto 05 years on yearly basis depending upon the requirement of the university and performance of the incumbent. No, such person appointed on deputation basis shall be absorbed against the post of the University after expiry of his/her period of deputation or extended period of deputation or during the currency of deputation period”.
7. Candidates desirous of applying for more than one post should submit separate application for each post alongwith requisite application fee.
8. Any corrigendum/change/update related to this recruitment process shall be placed only on the official website of Central University of Himachal Pradesh www.cuhimachal.ac.in and genuine query, if any, may be forwarded at email: nonteachningrecruitment2023@hpcu.ac.in. For any Technical Issue/inquiry, candidate may contact Sh. Rohit Dhiman - 9805229220, Sh. Sudhakar – 7018316529 between 09:00AM to 05:00PM.
9. The candidates must read the INSTRUCTIONS CAREFULLY FOR APPLYING ONLINE, which are available on the website of the university, i.e. <http://www.cuhimachal.ac.in> before filling up Online Recruitment Application Forms for the concerned post(s).
10. Before applying for any post, the candidate(s) must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage. The university shall not be responsible for any rejection in this regard.

11. Mere eligibility will not entitle any candidate for being called for Written Test and Skill Test. Only short-listed candidates will be called for Written Test or Skill Test. The University reserves its right to place reasonable limit on the total number of candidates to be called for Written Test or Skill Test. The number of such candidates will be decided by the **Screening Committee** constituted by the University for the purpose. **The decision of the Screening Committee shall be final.**
12. The eligibility of candidates will be determined as on the last date fixed for submission of online application form i.e. **09.03.2023.**
13. The eligibility of candidates for Non-Teaching positions shall be determined strictly as per Cadre Recruitment Rules (CRR) of the University which are annexed as **'Annexure-I'**.
14. Only Matriculation/SSC certificate/passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
15. Incomplete Online Recruitment Application Forms submitted without requisite examination fee, scanned photograph, scanned documents & scanned signatures of prescribed size etc. will be rejected straightway.
16. Candidates belonging to SC/ST/OBC category should submit prescribed certificate as per the proforma of Govt. of India/State.
17. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as Unreserved Category candidate.
18. The benefit of reservation for 'Group C' post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C. and Physically Disabled (Orthopaedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb) etc. and the reserved category candidates belonging to other states will be treated as **UNRESERVED CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates.
19. Number of post(s) is/are tentative and may increase or decrease. The University reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
20. In service candidates should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" issued by the employer should be submitted before the written test/skill test failing which he/she shall not be allowed for written test/skill test.
21. The candidate must upload soft copy(ies) of all relevant documents which they have claimed in the online application form. The original certificates would be required at the time of verification of documents after the written test and skill test.
22. The decision of the Vice-Chancellor, Central University of Himachal Pradesh in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written test and skill test will be final and binding on all the candidates. No enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.

23. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Himachal Pradesh High Court at Shimla.
24. The written test and skill test will be conducted at various centres located at places within the Himachal Pradesh depending upon the number of candidates. However, the allotment of examination centres will be at discretion of the University. Once, allotted, No application for change of centre or any other entry in the application form shall be entertained.
25. Canvassing in any form will be treated as a disqualification for the post.
26. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
27. The Candidates should keep a copy of online application printout alongwith fee submission receipt. **The candidates are not required to send hard copy of application form to the University.** However, the same will have to be produced by the candidates at the time of document verification before issuing the offer of appointment.
28. The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.
29. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, Physically Challenged (Divyang) etc., as per rules of GOI. The employees of Central Govt./State Govt./Universities and Autonomous bodies, shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to the age as on the last date for submission of application.
30. The University shall verify the qualifications/experience/antecedents and documents submitted by the applicant before the final selection and during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.
31. Selected candidates may be posted at any place within the jurisdiction of the University.
32. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
33. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NATIONAL PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 1.1.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT ONLY TILL SUCH TIME THEY RETAIN LIEN WITH THE PARENT POST.**

REGISTRAR

HINDI TRANSLATOR

1	Name of Post	Hindi Translator
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PRIVATE SECRETARY

1	Name of Post	Private Secretary
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Personal Assistant with 05 (five) years regular service in Level 6on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7..</p> <p>Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY OFFICER

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

PERSONAL ASSISTANT

1	Name of Post	Personal Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion : Stenographer with 05 (five) years regular service in Level 4 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.</p> <p>Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.</p>
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.

COOK

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

KITCHEN ATTENDANT

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

HOSTEL ATTENDANT

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

LABORATORY ASSISTANT

1	Name of Post	Laboratory Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LABORATORY ATTENDANT

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

LIBRARY ATTENDANT

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

STATISTICAL ASSISTANT

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

UPPER DIVISION CLERK

1	Name of Post	Upper Division Clerk
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

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

LOWER DIVISION CLERK

1	Name of Post	Lower Division Clerk
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years** Note: The panel shall be valid for a period of one year. iii. Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22nd April, 2015.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation /	As in Column No. 10

