



**Comprehensive and
consolidated Recruitment
Rules
(For Non-Teaching Positions)**

December 17, 2018

Comprehensive and consolidated Recruitment Rules (For Non-Teaching Positions)

I. INTRODUCTION:

1. As soon as a decision is taken to create a new post/service or to upgrade any post or restructure any service, action be taken immediately by the Institute to frame Recruitment Rules/service Rules therefore.
2. All the Recruitment Rules including their amendments be placed before the Board of Governors (BoG) from time to time, for its approval.
3. The BoG is empowered to frame/amend/relax Recruitment Rules keeping in view the guidelines issued by the Government of India on various aspects. Wherever the Recruitment Service Rules are silent, the Government of India Rules shall be followed.
4. Nothing in these Rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disabilities, Ex-servicemen and other special category of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

II. REVIEW OF RECRUITMENT RULES:

The Recruitment Rules should be reviewed as per the requirement and at least once in 5 years with a view to effecting such change as necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.

III. CLASSIFICATION OF POSTS:

As per the Statute No. 15, the classification of the employees of the Institute based on the area of professional specialisation is as follows:

1. **Academic Staff:** The “Academic staff” shall include the Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian and such other posts as may be decided by the BoG from time to time in this regard.
2. **Scientific Staff:** The “Scientific Staff” shall include Chief Scientific Officer, Principal Scientific Officer, Senior Scientific Officer, Scientific Officer, Scientific Assistant and such other posts as may be decided by the BoG from time to time in this regard.
3. **Technical Staff:** The “Technical Staff” shall include Research Engineer or Instrumentation Engineer or Computer Engineer, Workshop Superintendent, Assistant Superintendent Workshop, Technical Officer, Senior Technical Assistant, Technical Assistant and such other posts as may be decided by the BoG from time to time in this regard.
4. **Engineering Staff:** The “Engineering Staff” shall include Superintending Engineer, Executive Engineer, Assistant Engineer, Junior Engineer and such other posts as may be decided by the BoG from time to time in this regard.

5. **Medical and Paramedical Staff:** The “Medical and paramedical Staff” shall include Chief Medical Officer, Medical Officer, Senior Pharmacist, Pharmacist, Nurses and such other posts as may be decided by the BoG from time to time in this regard.
6. **Professional Staff:** The “Professional Staff” shall include Sports Officer, Assistant Sports Officer, Assistant Counselor, Physical Training Instructor, Physical Education Trainer, Assistant Coach and such other posts as may be decided by the BoG from time to time in this regard.
7. **Laboratory Staff:** The Laboratory Staff shall include Senior Laboratory Assistant, Laboratory Assistant, Laboratory Technician, Laboratory Attendant and such other posts as may be decided by the BoG from time to time in this regard.
8. **Administrative and Ministerial Staff:** The “Administrative and Ministerial Staff” shall include the Registrar, Deputy Registrar, Assistant Registrar, Estate Officer, Sr. Security Officer, Security Officer, Assistant Security Officer, Public Relations Officer, Central Purchase Officer, Stores Officer, Internal Audit Officer, Personal Secretary to Director, Personal Assistant, Assistant, Junior Assistant (Multi Skill) , Junior Office Assistant (Multi Skill), Office Assistant (Multi Skill), Junior Superintendent, Superintendent, Senior Stenographer, Stenographer, Senior Store Keeper, Store Keeper, Helper and such other posts as may be decided by the BoG from time to time in this regard.
9. Each of the above posts shall be further classified into Group-A (Pay Level 10 and above), Group-B (Pay Level 6 to 9) and Group-C (Pay Level 5 and below), based on the Pay Level (as fixed in terms of Seventh Central Pay Commission) attached to each post on the sanctioned strength.

Note: An employee shall not be entitled to equal treatment merely on the ground of being grouped in a particular class. The terms and condition of each post shall be determined strictly as per Recruitment Rules or condition of service already prescribed.

Classification of the post/service may be shown in the order indicated below:

All the posts under the Institute shall be classified as follows in accordance with the Government of India Rules/Statutes: -

S. No.	Description of posts	Classification of posts
1. (a)	A post in Apex Scale (Level-17) and Higher Administrative Grade plus Scale (Level-16).	Group A
(b)	A post in Higher Administrative Grade Scale Pay- Level-15 (₹ 1,82,200/- – annual increment – ₹ 2,24,100/-) and a post carrying the following Pay Levels: Pay Level-14, Pay Level-13-A, Pay Level-13, Pay Level-12, Pay Level-11, Pay Level-10.	
2.	A post carrying the following Pay Levels: Pay Level-9, Pay Level-8, Pay Level-7, Pay Level-6.	Group B
3.	A post carrying the following grade pays: Pay Level-5, Pay Level-4, Pay Level-3, Pay Level-2, Pay Level-1	Group C

IV. SANCTIONED POSTS:

Initial Sanctions: The following are the names of the 34 posts as per the current sanctions made available by the MHRD vide its OM No. 40-06/2016/TS.VII dated January 12, 2017 and subsequently vide OM No. No. 40-06/2016/TS.VII dated July 17, 2017.

Sl. No.	Name of post	Pay Level	Pay Scale (₹)	No. of posts sanctioned	Classification
1	Registrar	14	1,44,200-2,18,200	01	Group A
2	Librarian	14 (AGP)	1,44,200-2,11,800	01	Group A
3	Superintending Engineer	13	1,23,100-2,15,900	01	Group A
4	Deputy Registrar	12	78,800-2,09,200	01	Group A
5	Executive Engineer	11	67,700-2,08,700	01	Group A
6	Assistant Librarian	10 (AGP)	57,700-98,200	01	Group A
7	Assistant Registrar	10	56,100-1,77,500	03	Group A
8	Technical Officer	10	56,100-1,77,500	01	Group A
9	Scientific Officer	10	56,100-1,77,500	02	Group A
10	Medical Officer	10	56,100-1,77,500	01	Group A
11	Assistant Engineer	07	44,900-1,42,400	01	Group B
12	Superintendent	07	44,900-1,42,400	01	Group B
13	Physical Education Trainer	07	44,900-1,42,400	01	Group B
14	Nurse	07	44,900-1,42,400	01	Group B
15	Scientific Assistant	06	35,400-1,12,400	02	Group B
16	Junior Superintendent	06	35,400-1,12,400	03	Group B
17	Technical Assistant	06	35,400-1,12,400	01	Group B
18	Library Information Assistant	06	35,400-1,12,400	01	Group B
19	Asst. Security Officer	06	35,400-1,12,400	01	Group B
20	Junior Translator	06	35,400-1,12,400	01	Group B
21	Office Assistant (MS)	05	29,200-92,300	04	Group C
22	Lab Technician	05	29,200-92,300	02	Group C
23	Lab Assistant	05	29,200-92,300	01	Group C
24	Technician	05	29,200-92,300	01	Group C
25	Junior Assistant (MS)	03	21,700-69,100	01	Group C

V. INITIATION OF RECRUITMENT PROCESS:

The Institute, with the prior approval of the Director, shall initiate process for recruitment as per the Recruitment Rules approved by the BoG from time to time soon after the vacancies arise following resignation/retirement/death or sanction of new posts by the Administrative Ministry.

The Institute shall prepare the recruitment related advertisement to be released in the National Level Print Media and also on the Institute website preferably through online mode. Though the posts sanctioned within the Non-Teaching cadres are interchangeable as per the practical requirements of the Institute, no post shall be advertised in a higher Grade Pay than the approved one. However, at the discretion of the Institute, the posts may be advertised in a lower Grade Pay than the sanctioned one. For instance, the ministerial positions sanctioned in a Pay Level - 5 may be filled up from the scientific/engineering/other cadres, vice versa, within the non-teaching pool in the same Pay Level or a lower Pay Level.

Therefore, the Institute at its own discretion may advertise posts at a lower level than the Pay Level approved as per the practical current requirements. However, no posts shall be advertised at the higher Pay Level than the sanctioned one, unless it is specifically approved by the Administrative Ministry upon the recommendations of the BoG. All the posts sanctioned for the first time shall be advertised through direct recruitment from All India Level Pool of eligible candidates. Before releasing the advertisement, the advertisement shall be vetted through the Liaison Officer, SC/ST/OBC/PwD, as the case may be, for ensuring that the reservation rules are followed while earmarking the points in the roster.

Further, a copy of the advertisement along with the terms and conditions shall be placed before the BoG for its necessary record and ratification, at its next meeting, each time.

In normal circumstances, the entire recruitment process, starting from advertisement, conducting written examination or holding of interview, shall be completed within six months as per the instruction received from DoPT. vide OM. No. F. No. Misc-14017/15/2015-Estt. (RR) dated January 11, 2016.

VI. PROBATION:

The Institute may offer the positions on direct probation. In the case of appointments directly on probation on regular basis, the following standard provisions be inserted in the Offer Letter:

- 1) Every officer on appointment to the Institute service, either by direct recruitment or by promotion in Junior Scale, shall be on probation for a period of one year. Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.
- 2) Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for doing so within the said period.
- 3) On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in the due course against the available substantive vacancies, as the case may be.
- 4) If, during the period of probation or any extension thereof, as the case may be, Institute is of the opinion that an officer is not fit for permanent appointment, Institute may discharge or revert the officer to the post held by him prior to his/her appointment in the service, as the case may be.
- 5) During the period of probation, or any extension thereof, candidates may be required by the Institute to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi), as Institute may deem fit, as a condition to satisfactory completion of the probation.

- 6) As regards other matters relating to probation, the members of the Institute service will be governed by the instructions issued by the Institute rules/Government of India in this regard from time to time.

VII. PRE-REQUISITES FOR CONFIRMATION OF PROBATION:

- 1) **Departmental Trade Test and/or Evaluation through Personal Presentation & self-appraisal before the Departmental Confirmations Committee (DCC):** After the appointment and posting and after completion of one year on probation, the Institute may conduct the process of evaluation through Personal Presentation & self-appraisal before the DCC to assess the progress of the individual and determine the suitability of the individual for continuation/confirmation during the probation on yearly basis. Based on the recommendations of the DCC, the services of candidates may be discontinued/terminated during the period of probation in case of unsatisfactory performance.
- 2) **Computer Proficiency:** The candidates belonging to Groups B & C should qualify in computer skill test with at least 60% proficiency and eventually should achieve up to 100% proficiency.
- 3) **Hindi typing proficiency:** The candidates belonging to Groups B & C should qualify in Hindi typing test with 60% accuracy/proficiency, wherever required, and eventually should achieve up to 100% proficiency.
- 4) The caste certificate/police verification should be completed before the confirmation/absorption.
- 5) **Quarterly Performance Assessment Reports (QPARs)/Annual Performance Assessment Reports (APARs):**
 - a) The Group 'B' & 'C' employee recruited on one-year probation should earn a minimum of "Very Good" in all the four quarters or in the Annual Performance Assessment Reports (APAR) for becoming eligible for confirmation/permanent absorption through evaluation by Departmental Confirmations Committee (DCC).
 - b) Any Group 'A' employee who is recruited on one-year probation, should earn at least "Very Good" in all the four quarters and/or in the Annual Performance Assessment Reports (APAR) for becoming eligible for absorption/confirmation besides evaluation through Departmental Confirmation Committee (DCC).
 - c) The employee fulfilling the above criteria can be considered for permanent absorption/confirmation on completing a minimum of one year of service after initial appointment.

VIII. RELAXATIONS:

- 1) Any relaxations in respect of Group B and C positions in terms of age and number of years of experience except the educational qualifications, in exceptionally meritorious cases or to attract more number of candidates in professional, technical and scientific nature of posts, may be recommended by the Shortlisting Committee for the approval of the Director. In case of Group A positions, it is strictly the BoG to accord such relaxations in justifiable circumstances.
- 2) Relaxations, if any, shall be only in respect of a class or category of persons. Relaxation shall not be extended to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.
- 3) Relaxation of rules shall be resorted to only in outstanding cases. Such a relaxation shall not be a regular feature.
- 4) Before resorting to relaxation of Recruitment Rules, the Institute shall explore the feasibility of filling up a post by other methods of recruitment provided in the rules.

IX. METHODS OF RECRUITMENT:

As per the Statute No. 16.1, all the posts at the Institute shall normally be filled by advertisement. Therefore, all the Non-Teaching Positions sanctioned for the Institute shall be filled up through advertisement in the following methods of recruitment through selection only as per the various methods of recruitment available in Government of India system as per the practical requirements of the Institute from time to time in each case:

1. Direct Recruitment

- a) From All India level open advertisement from open market, up to 75% of vacancies, at each instance:** All the vacancies in the posts of Level 12 and above shall be filled up through All India Level Open advertisement on 75:25 ratios (Direct recruits versus Departmental Candidates). 25% vacancies shall be earmarked for departmental candidates. The Institute may release a separate advertisement for the limited departmental direct recruitment, if deemed necessary. There may also be a combined advertisement for both the departmental candidates and the candidates from open market, whenever the feeder grades are not commensurate to the vacancies (i.e., 3 to 5 times of the number of vacancies, earmarked for the departmental feeder grades).
- b) Through selection under limited departmental quota of up to 50% of vacancies:** At each instance, up to 50% of the total vacancies under Groups B and C and the Entry Level posts of Group A, i.e., in Level 10, shall be filled through All India Level Open advertisement from the open market. However, the departmental candidates may also apply against the direct recruitment quota through All India Level advertisement, on availing the age and relevant relaxations as applicable.

In respect of departmental quota, normally the feeder grade should range within 3 to 5 times the number of sanctioned posts in the higher grade, in case the post in the higher grade is to be filled on selection basis. In case of non-availability of feeder cadre, the advertisement shall be released in a consolidated manner where the departmental candidates also will be encouraged to compete with the open market candidates. The posts unfilled under limited departmental quota shall be filled up through open market, in a simultaneous manner through the same Selection Committee.

2. Deputation

It may so happen that the Institute is not able to fill up the vacancies caused by the incumbents being away for a duration of one year or more due to proceeding on deputation, study leave, etc. In order to avoid such a contingency, the vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government/State Government/Autonomous Bodies/PSUs, etc.

3. Transfer-on-Absorption

- a) "Absorption" will be adopted as a method of recruitment when it is possible to get the services of suitable officers having the requisite qualifications and experience within the Central Government/State Government/Autonomous Bodies/PSUs, etc. Under the provision "absorption", the officer who will come, may be permanently absorbed in the post/grade. Such an "absorption" can be effected only in the case of officers from the Central Government/State Government/Autonomous Bodies/PSUs, etc.
- b) The Institute also invites applications from the regular officers working in Central and State Govt. departments, Subordinate, Attached Offices and Autonomous bodies under Central Govt. (being audited by C&AG), Central PSUs, Joint Ventures or any other form of organisation between Central Govt. and State Govt. with minimum 50% stake held by Central Govt. on permanent absorption basis against the regular post.

- c) **Annual Performance Appraisal Reports (APARs):** The applicants should have earned

minimum four (04) preceding years of APARs, if the APARs are due for writing. The APARs should have been earned either in the parent organisation or while on deputation to other organisation(s) after regular appointment in the parent organisation.

d) The candidates joining on absorption basis shall be extended the benefits of:

(i) Protection of pay, i.e., basic pay, allowances, perks, counting of past service for the purpose of extension of financial up-gradation under MACP/CAS, any career up-gradation scheme in vogue in the institute, etc., will be done as per the Institute rules/recommendations of the Selection Committee.

(ii) The service benefits as available in the parent cadre shall be protected subject to availability of similar service benefits after absorption at the Institute.

(iii) The extension of Pay in Pay Level acquired through MACP/Financial up-gradation through ACP or any promotion at the parent organisation as on date of absorption/deputation or during deputation, including extension of pay, allowances, service benefits, counting of past service shall be done as per the Govt. of India rules/Institute rules on negotiation basis/as per the recommendations of the Selection Committee.

(iv) Protection of service benefits, pay allowances, counting of past service on transfer of past service shall only be admissible on applying through proper channel and receiving the LPC from the parent employer.

(v) The candidates, on joining on Transfer-on-absorption basis, shall be extended the benefits under the scheme of mobility of faculty/non-faculty as per the Govt. of India guidelines from time to time, as applicable to absorbees. However, the candidates will be extended NPS facility only on absorption.

(vi) Candidates working on the same Pay level or higher Pay level shall be considered for absorption in the sanctioned and advertised substantive Pay level only. However, on proper transfer of service and counting of the past service, any financial upgradation in higher Pay Level shall be extended under MACP/CAS through a separate DPC after absorption from the effective date if already placed/extended by the parent organisation before absorption or from the actual date on which the upgradation/assessment falls due under MACP/CAS.

Example: An Assistant Registrar/Dy. Registrar working in a substantive post with a Pay Level of 10/12, respectively, and extended the benefit of MACP/CAS on completion of the required number of years/eligibility and placed in Pay Level of 11/13, shall be considered for appointment on the sanctioned/substantive Pay Level of 10/12 only. However, the benefit of higher Pay Level extended under MACP shall only be provided on counting of past service through transfer of contributions like leave salary contribution, Gratuity, etc., wherever applicable, by the parent organisation as per the Govt. of India/Institute rules on joining the Institute after transfer-on-permanent absorption basis only.

(vii) The above terms and conditions shall be applicable to deputation also.

4. Re-employment

Re-employment of the government servants as per the existing rules shall also be a method of recruitment, as per the Government of India Rules in vogue from time to time.

5. Short-term Contract

"Short-term contract" is also a form of deputation and this applies to officers from non- Government bodies, e.g., Universities, recognised Research Institutions, Public Undertakings, etc. for teaching, research, scientific and technical posts. This method is also adopted if it is considered desirable.

6. Composite method of recruitment

In cases where the method of promotion is by 'selection' and the field of promotion or feeder grade consists of only one post, the method of recruitment by "deputation (including short-term contract)/promotion" shall be followed, so that the departmental candidate is considered along with outsiders. If the departmental candidate is selected for appointment to the post, it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation/short-term contract for the prescribed period of deputation/short-term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

7. Promotion through selection under limited departmental quota

- (i) **The Institute may fill up posts through selection under limited departmental quota of up to 50% of vacancies:** At each instance, up to 50% of the total vacancies under Group B and C and the entry level posts of Group A, i.e., Level 10, may be filled through **selection under limited departmental quota, only in case of availability of sufficient candidates from feeder cadres.**

In respect of departmental quota, normally the feeder grade should range within 3 to 5 times the number of earmarked posts in the higher grade. In case of non-availability of feeder cadre, the advertisement shall be released in a consolidated manner through All India level Direct Recruitment, otherwise than by Open Competition where the departmental candidates also will be encouraged to compete with the open market candidates. The posts unfilled under limited departmental quota shall be filled up through open market, in a simultaneous manner through the same Selection Committee.

- (ii) All the Institute employees of IISER Berhampur who are working on regular scales in the Institute service against the regular positions will be treated as departmental candidates and all the relaxations in terms of Qualifications/Age/Experience duly treating them as departmental candidates for promotion shall be made applicable as per the Govt. of India rules for Promotion/Assessment under RCPS/MACP, as applicable to autonomous Institutes of the Government of India. The rules for promotion through selection/MACP of the Govt. of India shall be made applicable in case of internal departmental candidates through a separate advertisement for departmental candidates, wherever a minimum of three candidates are available from the feeder cadre. Otherwise, the position shall be advertised through Open recruitment for which the departmental candidates shall also be eligible to compete along with the open market candidates.
- (iii) **Age relaxation for Departmental Candidates:** There is no upper age limit for the regular Institute employees of IISER Berhampur who are treated as departmental candidates for all the posts.

- (iv) **Educational Qualification for departmental candidates for recruitment under limited departmental quota through promotion by selection:**

The educational qualifications prescribed for direct recruits shall also apply in the case of departmental candidates applying through direct recruitment methods and departmental quota also. For professional, scientific and technical posts, full educational qualifications shall be insisted upon in the interest of administrative efficiency, even in case of internal candidates for both direct recruitment as well as limited departmental quota.

- (v) In case of all the departmental candidates who are promoted through selection under limited departmental quota, their promotion shall be adjusted against the next financial upgradation due under MACP.

X. AGE AND OTHER RELAXATIONS FOR DIRECT RECRUITS AND DEPARTMENTAL CANDIDATES FOR DIRECT RECRUITMENT:

1. Age relaxation:

- 1) Upper age limit shall be determined as on the last date of online submission of applications.
- 2) Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted by IISER Berhampur for determining the age and no subsequent request for change will be considered or granted. No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- 3) Permissible relaxation of upper age limit as per Government Orders as well as category-codes for claiming age relaxation as on the last date of receipt of application are as under: -

Sr. No	Category	Age Relaxation permissible beyond the Upper age limit
1.	SC/ST	05 years
2.	OBC (NCL)	03 years
3.	PwD	10 years
4.	PwD + OBC (NCL)	13 years
5.	PwD + SC/ST	15 years
6.	Ex-servicemen	For Ex-servicemen up to the extent of service rendered in defence forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service. Ex-servicemen who have already joined the Government service on civil side after availing of other benefits given to them as Ex-servicemen for further employment cannot claim Ex-servicemen status for the purpose of this recruitment and such persons will be deemed to be civil employees and accordingly be entitled to only such of the benefits like relaxation of age, etc., as admissible to the civil employees.
7.	Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous Organisations/Govt. Universities/Govt. Institutes Employees - for Group A & B posts	
	1) Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous Organisations/Govt. Universities/Govt. Institutes Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for online submission of application	5 Years
	2) Central/State Govt. or similar organised services/ Semi-Govt./ PSU/ Govt. Autonomous Organisations/ Govt. Universities/ Govt. Institutes Employees (OBC[NCL]) who have rendered not less than 3 years' regular and continuous service as on closing date for online submission of application.	8 (5+3) Years
	3) Central/State Govt. or similar organized services/ Semi-Govt./ PSU/ Govt. Autonomous organisations/ Govt. Universities/Govt. Institutes Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for online submission of application	10 (5+5) Years

1. The age limit mentioned in the advertisement is with reference to the unserved vacancies. There will be relaxation as per the standard rules of Govt. of India in respect of the reserved positions.
2. The SC/ST/OBC candidates who apply against unreserved (UR) posts will not be eligible for age relaxation.
3. Relaxation of 5 years will also be permissible to those who had ordinarily been domicile in the Kashmir division of the State of Jammu and Kashmir during the period from 01/01/1980 to 31/12/1989 subject to the production of relevant certificate from concerned authority.
4. Relaxation in age, qualification and/or experience may be permitted if sufficient numbers of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.
5. Relaxation in age would be admissible as per the Central Govt. Rules/Institute Rules for the employees working on sanctioned posts with regular Pay Level of Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous Organisation/Govt. Universities/Govt. Institute of national importance who are educationally qualified and having relevant experience. They can be considered for transfer on absorption basis/initially on deputation and future absorption basis/Short term contract/Re-employment up to a maximum of 57 years of age for all Group A, B and C posts. The regular employees working in Centrally Funded Educational Institutes/Centrally Funded Technical Institutes are eligible to apply for all the positions up to the age of 50 years.
6. Only matriculation/SSC certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
7. Relaxation in age, educational qualification and/or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority/Director, only on the justifiable recommendations of the Shortlisting Committee, whenever sufficient number of applicants are not available for interview, i.e., a minimum of 5 candidates for each vacancy.
8. Crucial date for calculation of the age limit: The crucial date for determining the age-limit shall be the closing date for online submission of applications from candidates in India.
9. Upper age limit for direct recruitment: The upper age limits for different posts depend upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria may be followed:

Sr. No.	Posts	Age Limits
(i)	Posts having pay level of more than 12	57 years
(ii)	Posts having pay level 12	55 years
(iii)	Posts having pay level 11	45 years
(iv)	Posts having pay level 10	40 years (*)
(v)	Posts having pay levels 6, 7 and 8	35 years
(vi)	Posts having pay levels 1, 2, 3, 4 and 5	18 to 30 years

* The maximum age limit for Senior Scientific Officer (Pay Level -11) and Medical Officer (Pay Level -10) having suitable higher qualifications like Ph.D. or research experience or Govt. or Corporate Experience shall be considered up to the age of 55 years.

Note: - "Direct Open Competitive Examination" shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or any other authority under the Central Government and it shall not include the recruitment through Limited Departmental Examination or through

shortlisting or by interview or by contract or by absorption or deputation by the Institute, which is called "Otherwise than by Open competitive examination".

XI. RESERVATIONS:

- 1) Vacancies of PwD/Ex-servicemen quota are horizontal and included in the total No. of vacancies. Therefore, there will be no separate Recruitment against PwD Quota/Ex-servicemen Quota and it will be conducted simultaneously and adjusted against UR/SC/ST/OBC (NCL) category to which the candidate belongs to.
- 2) Candidates belonging to OBC (NCL) category should submit proper caste certificate as per the proforma of Govt. of India, which should not be more than 6 months old from the last date of submission of application, and which should, among others, specifically mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in Col. 3 of the schedule to the Department of Personnel & Training in the Govt. of India OM No. 36036/2/2013-Estt.(Res.) dated 30/5/2014 and OM No. 36033/1/2013-Estt. (Res) dated 27/05/2013 and as per Gol instruction from time to time.
- 3) Candidates belonging to OBC (NCL) category, but coming in creamy layer, will not be entitled to the benefits of reservation and should apply as General Category candidates.
- 4) Reservations for SC/ST/OBC (NCL)/PwD/Ex-servicemen, etc. will be as per the Govt. of India norms from time to time.
- 5) Age should not exceed the limit as on normal closing date of online submission of completed application. However, age relaxation will be considered in case of SC/ST/OBC (NCL)/PwD and Ex-servicemen, as applicable in Central Government.
- 6) Only the shortlisted candidates will be called for interview. The Institute shall reimburse to and fro second class sleeper train fare by the shortest route or actual bus fare on production of tickets in respect to SC/ST/PwD candidates only.
- 7) In case the appointment is against a reserved vacancy, the appointment is subject to verification of the caste certificate along with the other relevant certificates produced in support of the claim. In case of any discrepancy in the qualifications, certificates and experience claimed, the appointment is liable to be terminated and suitable disciplinary proceedings will also be initiated.
- 8) The appointment is provisional in case of candidates claiming reservation under various categories and subject to procedural verification of caste certificates.

XII. FEES AND MODE OF PAYMENT:

Fees:

- (i) ₹ 500/- (Five hundred rupees only)
(Only for General and OBC candidates)
- (ii) SC/ST/PwD/women categories are exempted from payment of fee.
- (iii) For Group B & C positions, no fee is payable by Ex-servicemen (Vide OM No. 39018/1/79-Estt. (SCT) dated 20/09/1979.

Mode of Payment: Online only

Online payment shall be made through SBI I-Collect only: The payment options through Internet Banking (all banks) and Debit Card/Credit Card will be available under SBI I-Collect. The link for the same is as follows:

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=644974>

Payment instructions

- 1) The self-attested printout of SBI Collect Receipt must be enclosed (with personal details appended overleaf) as proof of payment of fee.
- 2) Applicants desiring to apply for more than one post should fill-in and send separate applications for each post along-with the prescribed fee.
- 3) Fee is exempted for all women candidates as per the Govt. of India order No. 39020/03/2009-Estt(B) dated 03/08/2010.

XIII. QUALIFICATIONS AND EXPERIENCE:

- 1) The minimum educational qualifications and experience required for direct recruitment are indicated duly dividing them into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties. The essential and desirable educational qualifications and experience for each posts sanctioned at the Institute/required against the future sanctions are enclosed in **Annexure-1**.

The experience prescribed by the Institute is required in order to match the candidates for duties and responsibilities of the post.

2) Essential Qualifications:

As per the Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India, all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning Mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956, and Institutions of National Importance declared under an Act of Parliament, stand automatically recognised for the purpose of employment to posts and services under the Central Government provided they have been approved by the University Grants Commission.

3) General qualifications for all posts:

Good knowledge of Computer applications (on word processor, spread-sheet, presentation software, etc. and OS like MS-Windows, LINUX, etc.) will be a distinct plus.

4) Working experience in Hindi:

Suitable work experience in Hindi Translation/Typing/Stenography in discharging duties in Rajbhasha Cell will be an added advantage.

5) Experience:

- (i) The candidates currently working in the similar Pay Level of the post advertised or who previously worked in the same Pay Level similar to the post advertised shall also be eligible to be considered for shortlisting against the post applied for.
- (ii) The candidates working in higher Pay Level shall also be eligible to apply against the post advertised.
- (iii) The candidates working on regular/contractual basis with equitable Pay Level of Central/State Govt./PSUs shall be given preference. Wherever candidates of sufficient number are not available with Govt./PSU experience, the candidates from non-government area with equitable grade shall be considered.
- (iv) Experience in Engineering/Technical/Scientific Institutes of National Importance, like IITs/IISERs/IISc/NITs and other similar Central Govt. Institutions, is desirable for all the posts.

- (v) The prescribed Essential Qualifications/Experience indicated are bare Minimum and mere possession of the same will not entitle the candidates to be called for interview/screening test. Where the number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all the candidates for interview. The Institute may restrict the number of candidates to be called for written exam/skill test/interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the higher qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
- (vi) A self-attested copy of all the credentials should be enclosed in proof of age, academic qualifications, category, experience, awards & honours, failing which no weightage shall be given in respect of the credentials claimed.
- (vii) The academic qualifications prescribed should have been obtained from recognised Universities/Institutions and recognised/approved by the relevant authorities, e.g., UGC/AICTE, as applicable. Further, the duration of all educational qualification must be as per the UGC norms.
- (viii) The desirable qualifications/experience shall not be insisted upon in case applicants of sufficient number are not available and the same will be relaxed to make more number of people available in the process of selection.
- (ix) **Typing Knowledge:** In respect of Group 'C' posts, if the Institute considers typing knowledge as essential, the skill tests shall be conducted only on computers and sufficient typing speed may be demanded as an 'essential' qualification.
- (x) **Relaxation Clause:** Qualifications are relaxable at the discretion of the Competent Authority/Director in the case of candidates otherwise well qualified.
- (xi) If the number of applicants shortlisted for attending the interview is less than 5 for each vacancy at Level-1 of shortlisting, the Institute shall relax the age and experience, but not the essential academic qualifications, to ensure and encourage more number of people to compete at the interview level.
- (xii) The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority/Director in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Competent Authority/Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

XIV. ONLINE APPLICATIONS:

- 1) After submitting the **online application**, the printed proforma of the online application, **duly signed on all sheets and enclosures is to be submitted through Speed/Registered Post only.**
- 2) Applications from the candidates working in Government Departments, Public Sector Undertakings and Government Funded institutions must be sent through proper channel and with a clear certificate that the applicant will be relieved within three months of receipt of appointment order, if selected. However, an advance copy of application can be sent before the last date. NOC has to be produced at the time of Interview.
- 3) Advance online applications from the candidates employed in Govt. Dept./Public sector organisations shall be acceptable. These employees of Govt. Department/PSUs/Autonomous bodies should send the printout of applications submitted online through proper channel. Advance copy of application should reach before the last date. However, they may produce the NOC from their organisation at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved after completion of

notice period as per the terms and conditions of his/her appointment or 3 months, whichever is less. For deputation cases, time given for joining will be as per the mutual understanding between the Institute and the candidate.

- 4) The duly signed print version of the online application should be sent through Registered/Speed Post to the office of the Registrar. Application received after the last date may not be considered. The Institute shall not be responsible for postal delay, if any. Envelope containing application should be superscribed the post applied for.
- 5) Any corrigendum/changes/updates shall be made available only on the Institute website: www.iiserbpr.ac.in/. The candidates are strictly advised to keep on watching the Institute's website for any updates.
- 6) Candidates are advised to keep a copy of the printout of the online application form and e-receipt of payment for their record.

XV. REASONS FOR REJECTION OF APPLICATION:

- 1) Applications submitted directly through offline mode, without entering through the online module, shall not be entertained under any circumstances.
- 2) The application submitted through online module should be printed and signed on each sheet before sending the same by Speed-Post, failing which the candidature stands rejected.
- 3) Handwritten and unsigned applications, which are not in the prescribed proforma of application, will be summarily rejected.
- 4) Applications incomplete in any respect and not accompanied by relevant certificate/documents/ photograph/original receipt/Pay-in-slip/Counterfoil/Challan after payment of the fee (with personal details appended overleaf)/Signature will **summarily be rejected**.
- 5) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- 6) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 7) The application form without self-attested copies of all relevant certificates (both experience and professional qualifications) will summarily be rejected.
- 8) Application not filled correctly, incomplete, unsigned, without photograph duly self-attested as per UGC norms and application received after the last date will be rejected.

XVI. RECRUITMENT METHODOLOGY:

- 1) All the positions are filled up through Direct Recruitment/Re-employment/Regular/Short-term Contract/Deputation/Transfer-on-Absorption/Promotion through selection under limited departmental quota of up to 50% vacancies (up to the entry level Group A positions) at each instance against sanctioned vacancies.
- 2) If applicants are not available on direct recruitment, the posts may be filled-up on Deputation/Regular/Short-term Contract/Transfer-on-absorption basis, wherever required.

Shortlisting at Level-1 for all the posts

Screening of the applications received will be done by an Institute level committee to shortlist the candidates to be called for screening test/skill test/written test/computer skill test at level -2. At

this level, the committee at its own discretion may restrict the maximum number of candidates to be shortlisted for participating in Level-2 screening. However, shortlisting may be done duly deciding higher cut-offs to restrict the number of candidates at each level. If the eligible candidates of sufficient/enough number as per advertisement are not available, the committee may go for a relaxed criterion in terms of the age, percentage of marks, and number of years of experience, etc. Therefore, the candidates are advised to apply furnishing all details of qualifications and experience.

In the event of number of applications being large, the shortlisting committee of the Institute will adopt a shortlisting criterion to restrict the number of candidates to be called for trade test and/or interview to a reasonable number by one or more of the following methods:

- (i) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- (ii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- (iii) By counting experience before or after the acquisition of essential qualifications.
- (iv) By holding a Screening Test of qualifying nature only for shortlisting the candidates.

A. Selection Procedure for Group 'A' positions:

Selection by interview only: The shortlisted candidates will be called for screening test and/or personal interview before the Selection Committee on a given date and time conveyed through Notice Boards/Institute website and intimation through e-mail and speed post. No request will be entertained for change of date of screening test/interview by the individual candidates under any circumstances. The Selection Committee will make a panel of selected and waitlisted candidates based on performance in the interview on common consensus basis for approval of recommendations by the appointing authority. The results of the interview will be notified through Institute website after approval of the competent/appointing authority. No correspondence will be entertained during the process of the selection. The candidates should keep a regular watch for the related information on recruitment process available on the website only.

The interview-cum-personal discussion/presentation by the shortlisted candidates will be the decisive point for selection of the candidate. The Selection Committee at its own discretion may also arrange for a group discussion of the candidates invited for interviews, besides asking them to make a PowerPoint Presentation (PPT) before the Selection Committee. However, the Committee may dispense with the PowerPoint Presentation (PPT) and/or the group discussion, at its own discretion and conduct the interview alone.

The Selection Committee shall draw a merit list of the successful candidates in the interview from each category. If required, the Selection Committee also may draw a waiting list with sufficient number of eligible candidates from each category who may be given the offer of appointment subject to their meeting/fulfilling all eligibility requirements only in case the selected candidates refuse or fail to join within the stipulated time, which may be 3-6 months in normal circumstances. The waitlist will stand ceased once all the selected candidates have accepted and joined the positions offered or as per the latest Govt. of India instruction in vogue. The waitlist is not a panel of candidates for filling the future vacancies arising out of resignations/removals/retirements/promotions, etc. after the interview/selections are completed against each advertisement.

The activation of waiting list will not be automatic but subject to approval of the competent authority/as per the Institute requirements.

B. Selection Procedure for Group B and C Positions:

1. Shortlisting of the applications (Level-1):

The applications received shall be shortlisted by a committee of experts to shortlist the candidates based on the qualifications and experience advertised. Such candidates will be invited for attending a Trade Test of qualifying nature only followed by qualifying/skill/physical standards test for qualifying the people for interview duly shortlisting the candidates, if the number of people to be interviewed is proportionately large, as detailed below under the selection process:

2. Shortlisting at Level-2:

At this level the Institute may conduct screening test/Trade test/computer skill tests of qualifying nature only for all candidates shortlisted in Level-1 screening to further shortlist the candidates and bring them on a common platform. However, no weightage shall be passed on to the next level, that is Level-3. The screening test of any nature would be of qualifying type only and is independent in itself. To ensure availability of required number of candidates from reserved category (SC/ST/OBC/PwD, etc.) a relaxed criterion with lower cut-off marks (SC/ST: 10%, OBC/PwD: 5%) may be applied.

The qualifying test will be used only for the purpose of optimising the number of candidates attending the interview and the same would be of qualifying nature to shortlist at least three people for each position available. If candidates of sufficient number are not available for attending the interview after shortlisting at level-2 (Minimum 1:3 for interview), the Selection Committee may decide to invite all the people present in the qualifying test for personal discussion-cum-interview, in order to encourage more participation in the final level of selection process.

The list of shortlisted candidates and rejected candidates shall be placed on the website for the attention of the applicants and resolving any queries for a period of 7 days. No further correspondence shall be entertained after expiry of 7 days from the date of display on the website.

[I] Trade Test of composite and qualifying nature for drawing a shortlist of candidates for interview:

S. No	Name of the Test	Suggestive description of contents of Test	Up to a Maximum Marks of	Maximum duration
<u>PART-I (Compulsory) Common for Group-B and C</u>				
1	General Intelligence	Objective/Descriptive/Demonstrative test to know the general intelligence of the candidate in:		
		1. English and/or Hindi 2. Quantitative Ability 3. General Studies/Current Affairs/G.K. 4. Logical/Verbal Reasoning/Qualitative Aptitude 5. IT/Computer Software and Hardware 6. Any other relevant area	40	1 Hr. to 3 Hrs. duration per session

S. No.	Name of the Test	Suggestive description of contents of Test	Up to a Maximum Marks of	Maximum duration
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<u>PART-II (Compulsory) post specific. based on Trade Cadre of the post (qualifying nature only)</u>				
2.	Domain Knowledge	Theoretical Objective/Descriptive/Demonstrative type of Screening Test to assess the theoretical domain knowledge of the candidate in the relevant area specific to the job. For Example: 1) Govt. of India Rules for ministerial/administrative jobs. 2) Instrumentation/Lab. Systems for scientific jobs/Technical jobs. 3) Civil/Electrical/other areas of Engineering for engineering positions.	60	1 Hr. to 3 Hrs. duration per session
			100	
<u>PART-III (Optional)</u>				
3.	Practical/ Experimental Test	1. Practical/Experimental/Analytical/ Model/Prototype Development	50	1 Hr. to 3 Hrs. duration per session
			150	

[II] Computer/Skill Test of qualifying nature without any weightage for assessment:

S. No.	Name of the Test	Suggestive description of contents of Test	Minimum qualifying Marks	Maximum duration
1	Computer Skill Test	Objective/Descriptive/Demonstrative type: 1) General computer processing ability in MS-Office like Word processing, Excel, Power points PPTs, etc. Operating Systems. 2) Professional software/hardware systems relevant to the post such as CAD/CAM/LabVIEW/MATLAB/Tally, etc. 3) Any other relevant area specific to the post. * The test may be repeated within 30 days for those clearing the Trade Test, before offering the appointment.	60%	1 Hr. to 3 Hrs. duration per session
2.	Group Discussion/PPTs [Optional]	1. Analysis of given problem through Group discussion/PPTs case analysis. The test will be from one or more or from all the above areas, wherever applicable.	60%	
3.	Physical Standard Test	Test for Physical Standards as per the requirements of the post, wherever applicable.	100%	

[III] The minimum qualifying Criteria:

- 1) The minimum cutoff percentage in the Composite type of Trade Test mentioned at item No. I above is 50% UR category, 45% for OBC and 40% for SC/ST. Only those securing the *minimum* cutoff percentage of marks shall be eligible for attending the qualifying type of Computer/Skill Test.
- 2) The minimum cutoff percentages in various qualifying tests common for all categories (UR/SC/ST/OBC/PwD) are as per the details mentioned under the point No: II. **Computer Skill Test is of qualifying nature, without any weightage for assessment.**
- 3) However, the appointing authority may relax the cut-off/minimum qualifying % for each category of posts based on the requirements of the post and also to ensure availability of sufficient number of candidates, if there is any shortage in any category like UR/OBC/SC/ST/PwD, etc.

3. Selection by interview only

The 1st Statute of IISERs, which received the assent of the Hon'ble President of India on August 6, 2014 vide Statute No. 16.10 states:

"The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates, as it thinks fit, and shall, at the discretion of its Chairperson, cause a written test or tests including an oral presentation to be held for all or some of the candidates as the Chairperson may think fit, and shall make its recommendations to the Chairperson, Board or the Director, as the case may be, with the names of the selected candidates being arranged in order of merit."

Therefore, the screening tests of general nature are only for the purpose of shortlisting the candidates for interview and optional at the discretion of the Selection Committee. The screening tests are purely of qualifying nature without any composite weightage, purely in order to reduce the number of candidates to be invited for the interview based on which selections are made.

Therefore, all the selections are made through the recommendations of the Selection Committee based on performance in interview, which is intended to test various aspects of personality quotient, domain knowledge and suitability of the candidates for ready deployment for job/assignment with relevant experience, following non-availability of long term induction training or job internships or apprentice/probationary officer.

The shortlisted candidates from the levels 1 and 2 will be called for personal interview before the Selection Committee on a given date and time conveyed through Notice Boards/Institute website and intimation through e-mail and Speed-Post. There will not be any request entertained for change of date of screening test/interview by the individual candidates under any circumstances. The Selection Committee shall draw a panel of selected and waitlisted candidates based on the performance in the interview on common consensus basis in the order of merit for all Group A, B & C positions. The results of the interview will be notified through the Institute website after approval of the competent/appointing authority. No correspondence will be entertained during the process of the selection. The candidates should keep a regular watch for the related information on recruitment process available on the website only.

The interview-cum-personal discussion/presentation by the shortlisted candidates from Level-1 or Level-2 (Optional) will be the decisive point for selection of the candidate. The Selection Committee at its own discretion may also arrange for a group discussion of the candidates invited for interviews, besides asking them to make a PowerPoint Presentation (PPT) before the Selection Committee. However, the Committee may dispense with the PowerPoint Presentation (PPT) and/or the group discussion, at its own discretion and conduct the interview alone.

The Selection Committee shall draw a panel of the selected candidates in the interview from each category. If required, the Selection Committee also may draw a waiting list with sufficient number of eligible candidates from each category who may be given the offer of appointment subject to their meeting/fulfilling all eligibility requirements only in case the selected candidates refuse or fail to join within the stipulated time, which may be 3-6 months in normal circumstances. The waitlist will stand ceased, once all the selected candidates have accepted and joined the positions offered against the position announced in the advertisement or as per the latest Govt. of India instruction in vogue. The waitlist is not a panel of candidates for filling the future vacancies arising out of resignations/removals/retirements/promotions, etc. after the interviews/selections are completed against each advertisement.

The activation of waiting list will not be automatic but subject to approval of the competent authority/as per Institute requirements.

3) General Terms and Conditions for service of Permanent Employees:

The permanent employees of the Institute shall be governed by the following terms and conditions as mentioned in Statute No. 17:

1. Every appointment shall be subject to the condition that the appointee is certified as being in sound mental health and is physically fit for service in India by a medical authority nominated by the Board in this behalf.

Provided that the Board may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

2. At any time, by giving notice of not less than three months in writing to the appointing authority, an employee may resign from service on the terms and conditions and rules and regulations laid down by the Central Government from time to time for its own employees.
3. Every employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage, directly or indirectly, in any trade or business or political party activity or any other work which may interfere with the proper discharge of his/her duties, other than the academic work and consultative practice undertaken with the prior permission of the Director, and/or in accordance with the procedures laid down by the Board from time to time in this behalf.
4. The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned thereto during the period of probation.
5. The appointing authority shall have the power to retire or terminate the services of any member of the staff by giving three months' notice or on payment of three months' salary in lieu thereof, if certified on medical grounds, by the medical authority nominated by the Board, his retention in service is considered not viable or undesirable by such appointing authority.
6. The appointing authority shall have the right to retire the employee before superannuation as premature retirement in accordance with the provisions of Central Civil Services (Pension) Rules, as applicable to the Central Government employees from time to time.
7. An employee may retire from services on account of any bodily or mental infirmity that permanently incapacitates him/her from service subject to the following conditions:
 - A. The employee shall submit his/her application through proper channel and produce a medical certificate from medical authority as may be specified by the Board in this behalf;
 - B. Provided that the medical report issued by the medical authority shall not be later than the date of retirement.
8. The Board shall have the power to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the person concerned six months' notice in writing or on payment of six months' salary in lieu thereof.

9. An employee of the Institute may terminate his/her engagement by giving the appointing authority three months' notice;

Provided that the appointing authority may, for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.

10. The employees of the Institute shall be entitled to travelling and daily allowances as per their entitlement as specified by the Central Government or Board.
11. The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their dependents in accordance with the Central Civil Services (Medical Attendance) Rules, 1944 and as per the special provisions, schemes for medical insurance, recognition of medical service providers and as per the rates as approved by the BoG from time to time.
12. The employees of the Institute shall be governed by the Conduct Rules as framed under these Statutes, in addition to the conduct rules specified under Central Civil Services (Conduct) Rules, 1964 as laid down by the Central Government for its employees from time to time.
13. The above posts are as per the Central Government pay scale and carry allowances like House Rent, Transport, and Children's Education as admissible to Central Government employees of the respective scale posted in Berhampur. The employees are covered by New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per the Institute norms.
14. Retirement age will be as per the Govt. of India rules. Presently, the age of superannuation for non-teaching positions is 60 years and 62 years for the post of Registrar.
15. The employee has to perform such duties as may be assigned to him/her by the Head of the Department or any other competent authority.

16.

- (i) No employee of IISER Berhampur shall enter into, or contract, a marriage with a person having a spouse living; and
- (ii) No employee of IISER Berhampur, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Institute may permit an employee to enter into, or contract, any such marriage as is referred to in clause (i) or clause (ii), if it is satisfied that-

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) there are other grounds for so doing.

- (iii) A Government servant who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Government.

A declaration in this respect may, therefore, have to be given to the Institute on selection. In case of violation, the Institute reserves the right to withdraw the offer of appointment.

17. The employee may be posted at any department/section/location of this Institute with the approval of the competent authority.
18. All the appointments will be made on provisional basis and shall be subject to production of certificates in original related to caste/academic qualifications/experience and other

credentials for verification through proper channels. If the verification reveals that the claims of the candidate on reserved category/PwD category, academic qualifications, experience and other credentials are false, the services of such candidates will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

19. The employee will be required to produce, in original, a relieving certificate from the present employer/HOD. The employee will also have to submit attested copies of all marks sheets and certificates (including SC/ST/OBC/PwD, if applicable) along with originals for verification at the time of joining. In case the appointment is against a reserved vacancy, the appointment is subject to verification of the caste certificate along with other relevant certificates produced by the employee in support of his/her claim. In case of any discrepancy in the qualification, certificates and experience claimed by the employee, the appointment is liable to be terminated and suitable disciplinary proceedings will be initiated against the employee.

4) General Terms and Conditions of service of Temporary Employees:

The temporary employees of the Institute shall be governed by the following terms and conditions as mentioned in Statute No. 19:

The services of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the Employee.

The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his/her letter of appointment.

All the temporary employees of the Institute shall be governed by the Central Civil Services Temporary Service Rules, 1965, as amended by Central Government from time to time in addition to the rules as laid down by the BoG of the Institute.

5) Transferability:

All the employees of the Institute, whether permanent/temporary, are subject to be posted in any department/disciplines/schools whether on the same permanent campus or off the campus. Presently, the Institute has its permanent campus located at Berhampur, Odisha, which is the Head Quarters for all the employees for all purposes. However, the Institute, based on the need may station/post the employees anywhere in India/abroad on Government of India mission, on short term/long term deputation basis. In future if the Institute is asked by the Government of India to open Extension Centres/Outreach Centres/International Collaboration Centres/Customs Clearance Counters/Off campus units, etc., the employees may be deputed to work at those places, treating such places as their temporary Head Quarters.

In order to equip and train the supporting staff members capable of working in multi- tasking environment including handling national and international level programmes and activities and work at such places beyond the permanent Head Quarters, the employees are subject to transfer as per the Institute policies. For instance, the employees of IIT Kharagpur are liable to be posted at its extension centres in Bhubaneswar and Kolkata. The employees of IIT Bombay were posted at IIT Gandhinagar, Transit Campus for mentoring purpose temporarily. The employees of IIIT Allahabad may be posted at its Amethi extension centre, etc.

6) Terms and conditions for Persons with Disabilities (PwD):

1. Definition of categories of Disabilities:

a) Orthopedically Handicapped (OH):

The orthopedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

Locomotor disability: 'Locomotor disability' means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of Cerebral Palsy.

b) Hearing Handicapped (HH):

"Hearing Handicapped" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

c) Low vision (LV):

"Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Question Papers and Answer Sheets will not be provided in BRAILLE. Visually handicapped, including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises.

Provision of Compensatory Time: The Visually Handicapped candidates and candidates suffering from Cerebral Palsy will be allowed compensatory time in the examination.

2. Degree of Disability for reservation:

Only such persons would be eligible for reservation who suffer from not less than 40 percent of relevant disability. Candidates have to submit a Disability Certificate issued by Medical Board constituted either by Central or State Government.

3. Authority competent to issue disability certificate:

The competent authority to issue Disability Certificate shall be a Medical Board constituted either by Central or State Government.

4. In case of vacancies in posts identified suitable to be held by person with disabilities, it shall be indicated that the post is identified for persons with disabilities, suffering from blindness or low vision, hearing impairment, and/or locomotor disability or cerebral palsy, as the case may be; and that the persons with disabilities belonging to the category/categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidate will be considered for selection for appointment to the post by general standards of merit. In addition to the above, all categories of disabilities within the definition of disability, as notified by the competent authority from time to time, will also be considered equally.

7) Nationality/Citizenship:

A candidate must be either (i) a citizen of India, OR (ii) a subject of Nepal, OR (iii) subject of Bhutan, OR (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, OR (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview conducted by the Institute, but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

8) Travelling Allowance for joining the post:

No joining time pay or travelling allowance will be allowed on joining the post or on leaving the service of IISER Berhampur. However, the Institute may admit the claim for reimbursement of TA for self and family and the cost of transportation of the personal effects as per Govt. of India Rules, in case of Joining the Institute on Deputation/Technical resignation/Permanent absorption, etc. from central/State Govt. or autonomous organisations/Govt. organisations, in eligible cases only.

9) Other terms and conditions:

1. Indicative Syllabus:

a) General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualisation, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, coding & decoding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & unfolding, Figural Pattern - folding and completion, indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thing, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

b) General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

c) Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ration & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegations, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency, polygon, Bar diagram & Pie chart.

2. **Document Verification:** All candidates are required to come for document verification before the interview. Those failing to do so will not be considered for final selection. Candidates are also required to submit all documents in original for verification at the time of document verification, before the interview.

3. No interim enquiries/correspondence/communication of any sort from the applicants will be entertained on the matter of recruitment.

4. The Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained.
5. The Institute has right not to fill the vacancy/vacancies and no correspondence in this regard will be entertained. In case of cancellation of the advertised positions, the recruitment fee shall be refunded by the Institute.
6. Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for.
7. Depending on Institute requirements from time to time, the vacancies will be filled up in different timeslots.
8. Against the sanctioned Pay Levels/posts, equivalent positions may be filled from a different cadre/post or a lower position in the same cadre/post, with the approval of the Director.
9. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of vacancies may change. Any consequential vacancy arising subsequent to the advertisement and up to the date of interview may also be filled during the interview.
10. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Berhampur. Courts/tribunals/forums at Berhampur only shall have sole and exclusive jurisdiction to try any such case/dispute.
11. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for online submission of applications.
12. Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.
13. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the IISER Berhampur.
14. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining the Institute service.
15. All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness, followed by police verification of the selected candidates. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per the Government of India Rules.
16. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
17. The decision of the competent authority regarding conduct of examination, interview, verification of documents and selection would be final and binding on all candidates. No representation correspondence will be entertained in this regard.

18. Photographs: One recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the candidate without cap, scarf and sun glasses should be pasted on the application form in the space provided. One identical extra colour passport size photograph should be enclosed with the application indicating candidate's name and date of birth on the reverse of the photograph. Candidate may note that Institute may reject the candidature at any stage for pasting old/unclear photograph on the application.
19. Candidates must carry at least one photo-bearing Identity Proof in original such as Driving License, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card to the examination centre, failing which they shall not be allowed to appear for the examination.
20. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
21. Experience Certificate from employer must mention Pay Scale, GP, Duration, post and all other work experience related details which candidate has claimed in his/her application. It is the responsibility of the candidate to provide conclusive documentary proof(s) in support of experience claimed without which no weightage shall be given.
22. Candidates will be considered only for those posts applied for.
23. Candidates seeking reservation under SC/ST/OBC/PWD category are required to submit certificate in the prescribed format of Govt. of India.
24. In case of any inadvertent mistake in process of the selection which may be detected at any stage, the Institute reserves the rights to modify/withdraw/cancel any communication made to the candidate(s).
25. **General Instruction to be complied by the candidates in the written examination:** In the question papers, wherever necessary, the Metric systems of weights and measures only will be used. Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises/Venue.

If any candidate is found to possess mobile phone or any other means of wireless communication, in working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the IISER Berhampur examination for a period of three years or more.

26. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should, in no case, attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy in filling OMR Sheet, they will not be evaluated.

Without prejudice to criminal action/debarment from IISER Berhampur examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

- (i) In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his/her candidature by any means.
- (v) Impersonating/Procuring impersonation from any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or IISER Berhampur representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the IISER Berhampur for the conduct of examination.
- (xii) Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the IISER Berhampur considers to be sufficient cause for cancellation of candidature.

27. **IISER Berhampur decision final:** The decision of the IISER Berhampur, in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment of posts/organisations to selected candidates, will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

28. In case any dispute arises on account of interpretation in version other than English, the English version will prevail.





भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
 Established by the Ministry of HRD, Govt. of India

Detailed statement of Essential/ Desirable Qualifications and experience for non-teaching positions

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
1	Registrar	Level – 14	Master's Degree with at least 55% marks or equivalent grade of "B" in the UGC seven-point scale plus a consistently good academic record.	<p><u>Direct Recruitment:</u></p> <ol style="list-style-type: none"> At least 15 years of experience as Assistant Professor in the AGP of ₹ 7000/- and above or with 8 years of service in the AGP of ₹ 8000/- and above including as Associate Professor along with experience in educational administration, or Comparable experience in research establishment and/or other Institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post; and Knowledge of computer applications like Word, Excel, PowerPoint, etc. <p><u>Deputation:</u></p>	<ol style="list-style-type: none"> Qualification in area of Management/Engineering/Law. Experience in handling computerised administration/legal/financial/ establishment matters. 	Minimum 15 years of work experience in Central/State Govt. or similar organised services/ Semi-Govt./ PSU/ Govt. Autonomous organisations/ Govt. Universities/ Govt. Institutes of national importance.	57 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
				Officers under the Central/State Governments/ Universities/Recognised Research Institutes or Institutes of national importance or Govt. laboratory or PSU:- a) i) Holding analogous posts or ii) With at least 3 years regular service in level-13 and Possessing educational qualifications as prescribed for Direct Recruitment. b) Possessing educational qualifications as prescribed for direct recruitment.			
2	Librarian	Level – 14 (AGP)	Master's Degree in Library Science/Information Science/ documentation with CGPA of 6.5 in 10-point scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven-point scale and consistently good academic record set out in these Regulations.	i) At least ten years as a Deputy Librarian in the library of a technical university, educational institute of national importance, or any other large technical library at least five years being spent on a post at Pay Level -13 or an equivalent post. ii) Evidence of innovative library service and organisation of published work. iii) Knowledge of computer applications like Word, Excel, PowerPoint, etc.	M.Phil./Ph.D. Degree in Library Science/Information Science/Documentation/Archives and manuscript-keeping.	Minimum 15 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/ Govt. Universities/Govt. Institutes of national importance.	57 years
3	Deputy Librarian	Level – 12 (AGP)	Master's Degree in Library Science/Information Science/documentation with	i) Ten years' experience as an Assistant University Librarian/out of which at	M.Phil./Ph.D. Degree in Library Science/Information Science/Documentation/Archives	Minimum 5 years of work experience in Central/State Govt. or similar organised	55 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
			CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.	least 5 years to be in a post with AGP 7000/- (Pay Level-11) or an equivalent post. ii) Evidence of innovative Library Service and organisation of published work and professional commitment, computerisation of library. iii) Knowledge of computer office applications like Word, Excel, PowerPoint, etc.	and manuscript-keeping/computerisation of library.	services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	
4	Asst. Librarian	Level – 10 (AGP)	1. Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10-point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerised library service. 2. Qualifying in the national level test conducted for the purpose of UGC or any other agency approved by the UGC. 3. However, candidates, who are, or have been awarded	5 years' experience as Library Information Assistant/Library Information officer.	PG Diploma in Library Automation and Networking or PGDCA or equivalent.	Minimum 3 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	40 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
			<p>Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.</p> <p>4. Knowledge of computer applications like Word, Excel, PowerPoint, etc.</p>				
5	Superintending Engineer	Level - 13	<p>First class degree or equivalent grade in Engineering in relevant field from a recognised University/Institute.</p> <p>Knowledge of computer applications like Word, Excel, PowerPoint, etc.</p>	<p>Experience in coordination & Supervision of construction and maintenance of Civil works including Public Health. The incumbent should have overall experience of 15 years in contract management, tendering, planning, works accounts procedures, bye-laws of local bodies, understanding of electrical, AC, telephone, computer networking, etc. At least 8 years' experience in the capacity of Executive Engineer in Central Public Works Department (CPWD), PSU, Govt. Undertakings or in reputed corporate Houses. The duties, responsibilities and powers of the incumbent</p>	<p>i) Master's Degree in Construction Management/Structural Engineering/Civil Engineering or equivalent.</p> <p>ii) Knowledge of Computer - aided Design (CAD) and latest Management Technology/other relevant software.</p>	<p>Minimum 8 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.</p>	57 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
				will be the same as those of the Superintending Engineer in the CPWD.			
6	Deputy Registrar	Level - 12	<p>Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>Knowledge of computer applications like Word, Excel, PowerPoint, etc.</p>	<p>1) 5 years of administrative experience as Assistant Registrar at level-10 or in an equivalent post, OR</p> <p>2) Nine years of experience as Assistant Professor in the AGP 6000/- (Level-10) and above, with experience in educational administration, OR</p> <p>3) Comparable 5 years' experience in a research establishment and/or other institutions of higher education at level-10.</p> <p>While gaining the above experience the candidate should have worked in a Government or Semi-Government Organisation/University/Institutions of national standing, etc. in the following areas; with sufficient computer literacy and ability to work independently:</p> <p>1) Administrative matters including Legal, Labour relations & laws, Public relations, Recruitments, Establishments in Administrative wing.</p>	<p>i) Qualification in area of Management/Engineering/Law. ii) Experience in handling computerised administration/legal/financial/establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).</p>	<p>Candidates should have leadership qualities and requisite experience in one or more of the following areas:</p> <p>Accounting, Administration, Academics matters, Auditing and Financial procedures, Materials Management, Procurement/distribution of materials, import procedure/ stores accounting, stock verification, etc. Practical experience of using relevant software(s) in related areas is essential.</p> <p>Minimum 5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.</p>	55 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
				<p>2) Academic matters such as conduct of examinations, maintenance of students' records in Academic Section.</p> <p>3) Possessing experience of handling administrative Financial Budget/Accounts matter in a responsible capacity in Finance & Accounts Section.</p> <p>Estate Management, Materials Management & Import procedures in Stores & Purchase Section/Estate Office.</p>			
7	Executive Engineer	Level - 11	<p>First class degree or equivalent grade in Engineering (Electrical/Civil) from a recognised University/Institute.</p> <p>Knowledge of computer applications like Word, Excel, PowerPoint, etc.</p>	<p>8 years' experience at the level of Assistant Engineer at level-7 or equivalent in reputed Govt. Institutions/Public Works Organisations/PSUs dealing in construction of multi-crore building projects as per Govt./CPWD norms. The candidate should be proficient in planning, estimation and tendering preparation of BOQ as per CPWD manual.</p>	<p>i) Master's Degree in Construction Management/Structural Engineering/Civil Engineering or equivalent.</p> <p>ii) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software.</p>	<p>i) Proven track record of handling projects/works in reputed organisation of relevant magnitude and qualities.</p> <p>ii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management, etc. as relevant to the profession.</p> <p>iii) Overall experience of 10 years after undergraduate Degree in the above area.</p> <p>iv) Working experience in Central/State Govt. or similar</p>	45 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
						organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	
8.	Sr. Scientific/ Technical Officer	Level - 11	B.E./B.Tech. or M.Sc./MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.	Six years' experience in scientific/technical/ICT/other relevant areas, at least five years of which should be in the post at Pay Level-10 or equivalent post.	M.Tech./Ph.D. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.	Minimum 6 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	45 years
9	Assistant Executive Engineer	Level - 10	i) Bachelor's Degree in Civil/Electrical Engineering with 55% marks. OR ii) Diploma in Civil Engg. (3 years course) with 60% marks. iii) Knowledge of Computer-aided Design (CAD) and latest Management Technology/ other relevant software applications. iv) Knowledge of computer applications like Word, Excel, PowerPoint, etc.	For Degree holder 5 years relevant experience at pay level-7 as Assistant Engineers in the field of construction of Institutional Buildings, maintenance, designing and planning of civil works as per CPWD norms. OR For Diploma holder with 10 years of experience in above fields.	Master's Degree in Construction Management/Structural Engineering/Civil Engineering or equivalent.	Experience in handling large construction projects; Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	40 years
10	Technical Officer	Level - 10	B.E./B.Tech. or M.Sc./MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.	5 years' experience in relevant field, e.g., system administration, software development, fabrication, database management, networking, campus telephony services and	M.Tech./Ph.D. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.	At least 5 years of relevant experience in system hardware and networking management in a supervisory position in Multinational/Research/Academic establishments of National/International Repute.	40 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
				support to scientific/technical research.		<p>Technical knowledge at least in one of the following areas:</p> <p>a) Open Source RDBMS like Post Gre SQL, MYSQL, etc./Oracle, Software development and programming.</p> <p>b) Programming Languages like Java, C++, Visual Basic and Packages like PHP/ASP/Developer.</p> <p>c) LAN/WAN, Storage systems, Security Devices/Appliances.</p> <p>5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/ Govt. Universities/Govt. Institutes of national importance.</p>	
11	Scientific Officer	Level - 10	B. E./B. Tech or M.Sc./MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. Knowledge of computer applications like Word, Excel, PowerPoint, etc.	5 years experience in relevant field, e.g., operation of scientific/technical equipment and support to academic and research framework.	M.Tech./Ph.D. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.	<p>At least 5 years of work experience in advanced sophisticated instrumentation/equipment like NMR, XRD, EPR, etc. in a supervisory position in Multinational/Research/Academic establishments of National/International Repute.</p> <p>OR</p> <p>5 years of work experience in Central/State Govt. or similar organised services/ Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.</p>	40 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
12	Medical Officer	Level - 10	MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.	At least 5 years of experience in recognised large/multi-specialty hospitals of good repute, with hands on experience.	Post Graduate qualification, preferably MD, in General medicine. OR M.D. (Psychiatry)/DNB (Psychiatry)/MD (Psychiatry)/MD Medicine/Cardiology OR Post-graduate diploma in an appropriate branch of Medicine. Knowledge of computer office applications like Word, Excel, PowerPoint, etc.	Candidates should have minimum of 6 years of work experience after completing Internship out of which a minimum of 2-3 years of work experience in an established hospital/health centre/dispensary, attached to Institutions/public sector units.	40 years
13	Assistant Registrar	Level - 10	Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognised University/Institute with excellent academic record. Knowledge of computer applications like Word, Excel, PowerPoint, etc.	Overall 5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/ Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	i) Qualification in area of Management/Engineering /Law. ii) Experience in handling computerised administration/legal/financial/establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).	At least 3 years of work experience in a Supervisory/Superintendent capacity with Pay Level-7 in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisation/Govt. Universities/Govt. Institute of national importance in the following areas; with sufficient computer literacy and ability to work independently: 1. Administrative matters including Legal, Labour relations & laws, Public relations, Recruitments, Establishments in Administrative wing. 2. Academic matters such as conduct of examinations, maintenance of students' records in Academic Section. 3. Possessing experience of handling administrative	40 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
						Financial Budget/Accounts matter in a responsible capacity in Finance & Accounts Section. 4. Estate Management, Materials Management & Import procedures in Stores & Purchase Section/Estate Office.	
14	Security Officer	Level - 10	Masters' Degree with at least 55% of the marks, or its equivalent Grade of 'B' in the UGC 7 point scale along with good academic record. Knowledge of computer applications like Word, Excel, PowerPoint, etc.	(i) Must have active habits and physique with 5 years relevant experience in level-7. (ii) Ex-servicemen with armed forces or employees of serving, CRPF/Central or State police/CISF/Para Military/BSF personnel with arms license would be preferred. At least 5 years of experience in the Grade Pay of ₹ 4,600/-, should have discharged responsibilities in Government/an Organisation of national repute. Ability to lead subordinates and manage priorities on own with decision making capabilities.	1) Degree in Law from recognised University/Institution 2) Diploma in Security Management. 3) Bachelor's/Master's Degree in Law 4) Experience in Security contracts management. 5) Experience in Transport management and Logistics management. 6) Legal expertise with a background of handling the court cases.	'Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	40 years
15	Hindi Officer (Rajbhasha)	Level - 10	Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the	3 years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-	Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognised Board. And	5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt.	40 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
			<p>medium of examination at the degree level; OR Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with English as a compulsory or elective subject or as the medium of examination at the degree level; OR 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 an examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as 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>versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organisations/PSUs/Universities or recognised research or educational institutions. OR Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/Autonomous Body/Statutory Organisations/PSUs/Universities or recognised research or educational institutions. Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word,, Excel, PowerPoint, etc.</p>	<p>Preferably with 1 year experience in office environment and typing skills in Hindi/English. Excellent computer skills for handling correspondence work/office files/papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa.</p>	<p>Universities/Govt. Institutes of national importance, in Pay Level-7.</p>	

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
16	Sr. Translator (Rajbhasha)	Level – 7	<p>Master's degree from 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>OR</p> <p>Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>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>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 the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of</p>	<p>At least 3 years' experience in office environment and typing skills in Hindi/English. Excellent computer skills for handling correspondence work/office files/papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa.</p> <p>Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.</p>	A master's degree of a recognised University in Hindi medium with English as a compulsory subject.	5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	35 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
			the two as a medium of examination and the other as a compulsory or elective subject at the degree level; AND Recognised Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.				
17	Superintendent	Level - 7	Master's Degree in any discipline or its equivalent grade. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.	4 years of relevant supervisory experience in administration/Accounts/ Secretarial work in any Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisation/Govt. Universities/Govt. Institute of national importance.	Master's Degree in Sciences or Commerce/Arts Awarded by any University recognised by UGC or AICTE).	5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance. And relevant experience in one or more of the following areas: 1) Internal Audit: • Cost & accounts audit • Work accounts & audit 2) R & D Grant Management: Experience of handling R&D Project through Automation, Grant Management Financial Budgeting/Accounting/Annual Accounts preparation, etc. 3) Stores & Purchase: Materials Management and Import procedures.	35 years

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			Academic	Experience	Academic	Experience	
						<p>4) Faculty Affairs & Establishments: Administrative matters including Legal, Labour laws, Public relations, Recruitments, Establishments/and coordination.</p> <p>5) Academic Affairs & Students' Affairs: Academic matters such as conduct of examinations, maintenance of students' records and students' welfare management.</p> <p>6) Legal and Coordination, Estate Management including Security matters, Outsourcing contract management, logistics management, etc.</p> <p>7) Working experience in Hindi: Suitable work experience in Hindi Translation/Typing/Stenography in discharging duties in Rajbhasha Cell will be an added advantage.</p>	
18	Physical Education Trainer	Level - 7	<p>1. Graduate with Bachelor of Physical Education (B.P.Ed.) or its equivalent.</p> <p>2. Diploma in Coaching from NIS Patiala or its equivalent.</p> <p>3. Knowledge of computer applications like Word, Excel, PowerPoint, etc.</p>	4 years relevant coaching experience in approved College/University/Institution.	Master's Degree in Physical Education.	3 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	35 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
19	Assistant Engineer (Civil/Electrical)	Level - 7	1. Bachelor's Degree in Civil/ Electrical Engineering. OR 2. Diploma in Civil Engg. (3 years course). 3. Familiarity in drafting skills by adopting latest Auto CAD packages. 4. Knowledge of computer applications like Word, Excel, PowerPoint, etc.	For Degree holders, 4 years relevant experience in the field of construction of Institutional Buildings, maintenance, designing and planning of civil works as per CPWD norms. OR For Diploma holder 8 years experience in above fields in a reputed works organisation of National/International Repute.	Master's Degree in Construction Management/Structural Engineering/Civil Engineering or equivalent.	4 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	35 years
20	Nurse	Level - 7	Degree in nursing from recognised Institution/University. Knowledge of computer office applications like Word, Excel, Power Point, etc.	4 years experience in Pay Level-6 in a hospital recognised by the Central/State Govt./Medical council.	Master's Degree in Nursing	3 years of work experience in a hospital recognised by the Central/State Govt./Medical council.	35 years
21	Jr. Translator (Rajbhasha)	Level - 6	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 OR Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR	At least 2 years' office environment and typing skills in Hindi/English. Excellent computer skills for handling correspondence work/office files/papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa. Knowledge of computer office applications with sufficient typing speed, proficiency in office	-	3 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	35 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
			<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>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 the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>Recognised 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>application like Word, Excel, PowerPoint, etc.</p>			

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
22	Technical Assistant	Level - 6	B.E./B.Tech./BCA/B.Sc. in appropriate field Knowledge of computer applications like Word, Excel, PowerPoint, etc.	3 years of hands-on experience and sound knowledge required in configuration, management and maintenance in any laboratory/ Academic/ Research/ Multinational establishments of National/International Repute in the following areas: a) Application Servers: Mail Server, Proxy, Web, DNS, DHCP, LDAP, NFS, PXE, Storage and Radius Server, Website Management and Basic Development. b) Database Servers: MySQL and Oracle. c) Operating Systems: RHEL, Fedora, Microsoft Windows Family Administration and Support. d) Scripting: Basic shell scripting.	a) Certification in RHCE/ RHCT or CCNA/CCNP. b) Virtualisation: Familiar with Hypervisors - VMware ESXI, Vsphere, XEN, Citrix XenCenter. c) Knowledge of Hardware Environment like Cisco Catalyst 3750/2960, UTM – Fortigate/Cyberoam, Sonic Wall, AP – 1600/ 2700/3700, WLC 5500 d) Familiar with: DMZ, ACLs, Port Security, Basic Penetration testing.	3 years of work experience in Central/State Govt. or similar organised services/ Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	35 years
23	Scientific Assistant	Level - 6	B.E./B.Tech./MCA/Bachelor's Degree in Science/Pharmacy in appropriate field Knowledge of computer applications like Word, Excel, PowerPoint, etc.	3 years relevant experience in handling advanced sophisticated instrumentation/ research equipment such as NMR, XRD, EPR, etc. in a laboratory/Academic/ Research/Multinational Academic establishments of National/International Repute.	-	3 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	35 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
24	Library Information Asst.	Level - 6	(i) Bachelor's Degree in Library Science or equivalent diploma in Library Science of a recognised University/ Institute or equivalent obtained after graduation. (ii) Bachelor's Degree in Science from a recognised university or equivalent. (iii) Knowledge of computer applications like Word, Excel, PowerPoint, etc.	Relevant experience of 3 years in a Library/Computerisation of a Library or one year certificate in computer application from a recognised Institution or equivalent.	Master's Degree in Library Science/ Information Science/Documentation or equivalent grade and a consistently good academic record. One year specialization in the area of Information Technology/Archives and Manuscript keeping or Master's Degree in the area of thrust in the Institution.	3 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance	35 years
25	Junior Engineer (Civil/Electrical)	Level - 6	Degree in (Civil/Electrical) Engineering in the relevant field. OR Diploma in (Civil/Electrical) Engineering or equivalent in the relevant field with 3 years duration. Knowledge of computer applications like Word, Excel, PowerPoint, etc.	For Degree holder at least 2 years field experience in a reputed works organisation of National/ International Repute. For Diploma holder at least 4 years' experience in a reputed organisation of National/International Repute.	Master's Degree in Construction Management/Structural Engineering/Civil Engineering or equivalent.	Working experience in Central/ State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/ Govt. Universities/Govt. Institutes of national importance.	35 years
26	Junior Superintendent	Level - 6	1. Bachelor's Degree in any discipline. 2. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.	Overall 3 years working experience in Central/State Govt. or similar organised services/Semi-Govt./ PSU/Govt. Autonomous organisation/Govt. Universities/Govt. Institute of national importance	Master's Degree in Social Sciences or Commerce/after Graduation/MBA in HR or Finance or Systems/MCS/MCA or equivalent (Awarded by any University recognised by UGC or AICTE). Diploma in Computer application and Secretarial Practices. Shorthand in Hindi/English.	Relevant experience in administration/ Accounts/Secretarial work in any Central/State Govt. or similar organised services/ Semi-Govt./PSU/Govt. Autonomous organisations/ Govt. Universities/Govt.	35 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
					Typing speed of 40 w.p.m. on computer.	Institutes of national importance. Experience related to translation from English to Hindi.	
27	Asst. Security Officer	Level - 6	1. Bachelor's Degree in any discipline. 2. Knowledge of computer office applications like Word, Excel, PowerPoint, etc.	(i) Must have active habits and physique with 3 years relevant experience in the pay level-5. (ii) Ex-servicemen with armed forces or employees of serving, CRPF/Central or State police/CISF/Para Military/BSF personnel with arms license would be preferred. At least 3 years of experience in the pay level-5 should have discharged responsibilities in Government/an Organisation of national repute. Ability to lead subordinates and manage priorities on own with decision making capabilities.	1) Degree in Law from recognised University/Institution 2) Diploma in Security Management. 3) Bachelor's/Master's Degree in Law 4) Experience in Security contracts management. 5) Experience in Transport management and Logistics management. 6) Legal expertise with a background of handling the court cases.	Working experience in Central/State Govt. or similar organised services/ Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	35 years
28	Pharmacist	Level - 5	1. Diploma or degree in Pharmacy granted by an Institution of the Central/State Govt. or an Institution recognised by the Central or State Govt. Should be registered as a 'Pharmacist' under the Pharmacy Act, 1948.	Relevant experience of 2 years. Knowledge of computer applications like Word, Excel, PowerPoint, etc.	Master's Degree in Pharmacy	Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	30 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
29	Office Assistant (Multi Skill)	Level – 5	Bachelor's Degree in any discipline with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.	2 years of relevant experience in handling Office works & equipment/knowledge of computer applications in any Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisation/Govt. Universities/Govt. Institute of national importance. Experience in Secretarial work/establishments/Finance & Accounts/Stores & Purchase/Legal/Academic Affairs, etc.	Master's Degree in any discipline. Shorthand in Hindi/English	Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/ Govt. Universities/Govt. Institutes of national importance	30 years
30	Lab Technician	Level - 5	1. Bachelor's Degree in Science/Technology/Engineering OR 2. Diploma in Computers & Electronics/Electrical Engineering/Instrumentation of 3 years' duration in appropriate field. Knowledge of computer applications like Word, Excel, PowerPoint, etc.	For Bachelor's Degree 2 years' relevant experience in a laboratory/Academic/Research /Multinational establishments of National/International Repute in handling scientific equipment. Knowledge of scientific computational skills. OR For Diploma holders 4-years' relevant experience in laboratory/Academic/Research/Multinational establishments of National/International repute in handling scientific equipment. Knowledge of	Master's Degree in Science/ B.Tech./MCA	Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.	30 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
				scientific computational skills.			
31	Hindi Assistant/Office Assistant-MS (Rajbhasha)	Level - 5	<p>Bachelor'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>OR</p> <p>Bachelor's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Bachelor'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 an examination at the degree level;</p> <p>OR</p> <p>Bachelor'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 the medium of an examination at the degree level;</p> <p>OR</p> <p>Bachelor's degree of a recognised University in any subject other than Hindi or English, with Hindi and</p>	<p>At least 1-year experience in office environment and typing skills in Hindi/English. Excellent computer skills for handling correspondence work/office files papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa.</p> <p>Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.</p>	Recognised Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.	Working experience in Central/State Govt. or similar organised service/Semi-Govt./PSU/Govt. Autonomous organisation/ Govt. Universities/Govt. Institute of national importance.	30 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
			English as 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.				
32	Semi Professional Assistant (Library)	Level - 5	Bachelor's Degree in Library/Library & Information Sciences. Knowledge of computer office applications like Word, Excel, PowerPoint, etc.	2 years relevant experience in an Institute/ University/ College Library or equivalent establishment.	Science Graduate	Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisation/ Govt. Universities/Govt. Institute of national importance.	30 years
33	Lab Assistant (Multi Skill)	Level - 3	Bachelor's Degree in Science with knowledge of computer office applications like Word, Excel, PowerPoint, etc.	-	Master's Degree in Science	1-year relevant experience in laboratory handling chemicals/scientific equipment. Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisation/ Govt. Universities/Govt. Institute of national importance.	30 years
34	Library Assistant (Multi Skill)	Level - 3	A Bachelor's degree in Library science/Information Science, with knowledge of computer office applications like Word, Excel, PowerPoint, etc.	-	1) Science Graduate. 2) Knowledge of English and Hindi Typing. 3) Experience in secretarial practices.	1-year relevant experience in University/College Library. Working experience in Central/State Govt. or similar organised services/ Semi-Govt./PSU/Govt. Autonomous organisation/Govt. Universities/Govt. Institute of national importance.	30 years
35	Junior Assistant (Multi Skill)	Level - 3	Bachelor's Degree in any discipline with knowledge of computer office applications with sufficient typing speed,	-	1) Knowledge of Hindi/ English shorthand will be an added advantage. 2) Knowledge of Hindi typing.	1-year relevant experience in office environment with excellent computer skills.	30 years

S. No./ Code No.	Name of Post	Pay Level	Essential Qualifications/Experience		Desirable Qualifications/Experience		Upper Age Limit
			Academic	Experience	Academic	Experience	
			proficiency in office application like Word, Excel, PowerPoint, etc.		3) Knowledge of shorthand in English. 4) Experience in secretarial practices. Knowledge of translation from English to Hindi and vice versa.	Working experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisation/Govt. Universities/Govt. Institute of national importance.	
36	Jr. Technician (Multi Skill)	Level - 1	Bachelor's Degree in Science from a recognised University/Institute. OR 3 years Diploma course. OR Higher School (10 th) + ITI from recognised Institutions, with 5 years' experience. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.	-	Diploma in Networking/Civil/Electrical/CAD.	Relevant experience in one or more of the following areas: 1. Office environment. 2. Virtual classroom (or E-Classroom)/experience in handling Equipments used in E-Classroom. Working experience in Central/State Govt. or similar organised services/ Semi-Govt./PSU/Govt. Autonomous organisation/ Govt. Universities/Govt. Institute of national importance.	30 years