

2017
Norms for Selections and Promotions
for Non-Faculty Positions



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

Indian Institute of Technology Jodhpur
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Scope

These norms shall be read as *2017 Norms for Selection and Promotion for Non-Teaching Staff Positions*, which are classified under three cadres of regular appointments at the Institute, namely:

- (1) Academic Cadre,
- (2) Technical Cadre,
- (3) Administrative and Other Cadre.

Further, these Norms shall be:

- (a) *Effective from* the date of notification by the Institute, after due approval of the Board of Governors;
- (b) *Apply to* all non-teaching positions of the Institute;
- (c) *Supersede* all the earlier norms released by the Institute so far; and
- (d) Reviewed periodically for making necessary modifications and amendments, as may be required from time to time. Any addition or amendment suggested shall come into force only after the due approval of the *Board of Governors* or the *Director* of the Institute.

The *Board of Governors* or the *Director*, as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these norms. The directions issued by the *Director*, if any, shall be reported to the *Board of Governors* through the *Finance Committee*.

Definitions

For the purpose of better understanding these 2017 Norms for Selection and Promotion for Non-Teaching Positions, unless otherwise stated in individual occasions (as the context otherwise requires), the following terms shall have the meaning as stated hereunder:

<i>Term</i>	<i>Meaning</i>
<i>Act</i>	The Institutes of Technology (IIT) Act, 1961
<i>Applicants</i>	The persons who apply against the vacant post(s)
<i>Board</i>	The Board of Governors of the Institute
<i>Chairman</i>	The Chairman of the Board of Governors of the Institute
<i>Director</i>	The Director of the Institute
<i>Institute or IIT]</i>	The Indian Institute of Technology Jodhpur
<i>Internal Candidates</i>	The personnel already employed on regular scale in the Institute, who apply for the post(s)
<i>Norms</i>	2017 Norms for Selection and Promotion for Non-Faculty Positions
<i>Officers and Employees</i>	The personnel recruited under these Norms, including recruited prior to implementation of these norms
<i>Scrutiny Committee</i>	The Committee constituted by the Competent Authority for Shortlisting of candidates for particular post(s)
<i>Section</i>	The Sections of the Act
<i>Selected Candidates</i>	The persons selected for the post(s)
<i>Selection Committee</i>	The Committee constituted by the Competent Authority for Selection of Candidate for particular post(s)
<i>Shortlisted Candidates</i>	The persons shortlisted by the Scrutiny Committee for the next stage of selection process
<i>Statutes</i>	The Statutes of the Institute
<i>Competent Authority</i>	The Appointing Authority for the said post

The words and expressions used but not defined herein shall be ascribed the same meanings as are respectively assigned to them in the *Institutes of Technology Act, 1961 - 2012*.

Introduction

This chapter provides primary information related to houses on the Permanent Campus of IIT Jodhpur.

1.1 Terms of Reference

The Ministry of Human Resource Development (MHRD), Government of India (vide Letter No.F.No 32-14/2013-TS.I dated 10 June 2013) has communicated that:

- (1) While exercising the powers conferred by Section 6(1)(h) of the Indian Institute of Technology Act 1961, the Indian Institutes of Technology (IITs) are allowed to design the structure of their administrative, management and technical staff as per requirement, after due approval of the Board of Governors, keeping in mind sustainability of expenditure on this account;
- (2) IITs are allowed to institute and recruit non-faculty positions as per the ratio *10 Student : 1.1 Non-Faculty Employees*, after due approval of the Board of Governors, subject to the condition that IITs should first put on their website all sanctioned non-faculty posts at present, vacant non-faculty posts, designations, pay-scale, selection rules for each post along with the list of the non-faculty employees with their designation and pay scale, to ensure transparency and accountability for all stakeholders; and
- (3) These sanctioned positions approved by the Board of Governors will be changing according to changing of strength of students every year. So, the strength of Non-Faculty positions will be approved by the Board of Governors every year, and action will be taken accordingly.

Currently, the Student strength is 853, and is expected to cross 900 after the admissions in December 2017 and July 2018 owing to:

- (1) Starting of three new departments, namely *Metallurgical Engineering, Chemical Engineering and Civil Engineering*;
- (2) Admission to PhD Programs of all Departments in December 2017; and
- (3) Starting of new Programs (M.Tech. in *Computer Science & Engineering, Metallurgical Engineering and Civil Engineering*, and B.Tech. in *Bioscience & Bioengineering*) in July 2018. These new initiatives are expected to raise the number of students beyond 900 to about 1,000. In light of this increased academic activity at the Institute, there is a need to suitably support it by an increase in the number of *Technical and Administrative Staff Members*.

Therefore, it is proposed to consider a student strength of 1,000 and prepare a new Staff Member strength of 110 using a ratio of **10 Faculty Members : 11 Staff Members : 100 Students**.

1.2 Classification of Employees

The employees of Indian Institute of Technology Jodhpur are classified under in three *Cadres* (as defined in Clause 16 of the *FIRST Statutes of the Indian Institute of Technology Jodhpur*), namely:

- (1) *Cadre I*: Academic Staff Members,
- (2) *Cadre II*: Technical Staff Members, and
- (3) *Cadre III*: Administrative Staff and Other Staff Members.

Table 1 shows these cadre-wise lists of current and proposed Non-Faculty posts at the Institute. The norms presented in this document are applicable to all posts mentioned therein; the posts mentioned exclude those of the *Director, Deputy Director, Deans, Professor, Associate Professor* and *Assistant Professor*.

Table 1: Group-wise list of Non-Faculty Employees of the Institute

<i>Group</i>	<i>Academic Staff Members</i>	<i>Technical Staff Members</i>	<i>Administrative & Other Staff Members</i>
A	Librarian Deputy Librarian	Chief Scientific Officer Principal Scientific Officer Senior Scientific Officer Scientific Officer Technical Officer Superintending Engineer Senior Executive Engineer Executive Engineer Assistant Executive Engineer Workshop Supervisor Assistant Sports Officer Senior Medical Officer Medical Officer Manager (Knowledge Resources) Manager (Telephones) Manager (Printing Services)	Registrar Deputy Registrar Assistant Registrar Internal Audit Officer Manager (Facilities) Security Officer
B	-	Assistant Engineer Junior Engineer Horticulture Supervisor Assistant Workshop Supervisor Senior Technical Superintendent Technical Superintendent Junior Technical Superintendent Physical Training Instructor Senior Staff Nurse Staff Nurse	Superintendent Junior Superintendent Private Secretary Executive Assistant Assistant Library Information Officer Senior Library Information Assistant Assistant Manager (Facilities) Assistant Security Officer
C	-	Foreman Mechanic Senior Technical Assistant Technical Assistant Junior Technical Assistant	Senior Assistant Assistant Stenographer Junior Assistant

...

2.

Implementation

The 2017 Norms be applicable for selection and promotion for all non-faculty vacant sanctioned posts of *Cadres I, II and III (See Table 1)*, to be filled by regular process as set out herein. The present norms shall not be applicable for the process of hiring/appointing personnel hired on outsourced basis, short term contract basis (like appointees in sponsored research and consultancy projects) or on consolidated salary basis through a *Standing Committee of the Board of Governors*.

The employees working on *regular basis/temporary basis, i.e.,* other than on adhoc appointment or on *deputation* or on *contract*, on the date of commencement of these rules would be deemed to have been recruited under these rules.

2.1 Appointing Authority

In accordance with *Section 25 of the Act*, all appointments of the Group of the Institute, except that of the *Director*, shall be made by:

- (a) The *Board*, if the appointment is made to the non-faculty posts with *Grade Pay* of Rs.5,400 or above (as per *6th Central Pay Commission* salary structure); and
- (b) The *Director*, if the appointment is made to the non-faculty posts with *Grade Pay* less than Rs.5,400 (as per *6th Central Pay Commission* salary structure), which are categorised under the Group B and C posts.

2.2 Number of Posts

For a total Staff Member strength of 110 (*against current strength of 99*), the number of posts identified for regular employment under each cadre at the Institute is shown in Table 2; the Grade Pay is shown along with for each post.

2.3 Selection to Posts

The specific method of selection, procedure of selection, eligibility and other requirements for each post are shown in *Annexure A* of the Norms. Additional details on methods and procedures of selection are mentioned hereinafter.

Table 2: Proposed Structure of Non-Faculty Posts

S.No.	Post	Grade Pay (Rs.)	Strength			Method of Selection
			Sanctioned	Working	Proposed	
1. ACADEMIC CADRE						
(a) Library Posts						

Group A						
1.1	Librarian	10,000	0	0	0	DR: 100%
1.2	Deputy Librarian	9,000	1	1	1	DR: 100%
Sub-Total			1	1	1	
2. TECHNICAL CADRE						
(a) Laboratory Posts						
Group A						
2.1	Chief Scientific Officer	10,500	0	0	0	DR: 100%
2.2	Principle Scientific Officer	9,500	0	0	0	DR: 100%
2.3	Senior Scientific Officer	8,000	0	0	0	DR: 100%
2.4	Scientific Officer	6,000	0	0	0	DR: 100%
2.5	Technical Officer	5,400	1	0	1	DR: 100%
Group B						
2.6	Senior Technical Superintendent	4,800	1	0	1	P: 100%
2.7	Technical Superintendent	4,600	5	2	4	DR: 50%
2.8	Junior Technical Superintendent	4,200	10	5	5	DR: 50%
Group C						
2.9	Senior Technical Assistant	2,800	0	0	0	P: 100%
2.10	Technical Assistant	2,400	7	1	2	P: 100%
2.11	Junior Technical Assistant	2,000	14	10	28 (*6)	DR: 100%
Sub-Total			38	18	41	
(b) Engineering						
Group A						
2.12	Superintending Engineer	8,700	1	0	0	DR: 100%
2.13	Senior Executive Engineer	7,600	0	0	1	DR: 100%
2.14	Executive Engineer	6,600	2	1	1	DR: 100%
2.15	Assistant Executive Engineer	5,400	1	0	2	DR: 100%
Group B						
2.16	Assistant Engineer	4,600	2	2	2	P: 100%
2.17	Junior Engineer	4,200	2	1	2	DR: 100%
Sub-Total			8	4	8	
(c) Sports Posts						
Group A						
2.17	Assistant Sports Officer	5,400	0	0	0	DR: 100%
Group B						
2.17	Physical Training Instructor	4,200	1	1	1	DR: 100%
Sub-Total			1	1	1	
(d) Medical Posts						
Group A						
2.20	Senior Medical Officer	6,600	1	0	0	-
2.21	Medical Officer	5,400	1	0	0	-
Group B						
2.22	Senior Staff Nurse	4,600	1	0	0	-
2.23	Staff Nurse	4,200	2	0	0	-
Sub-Total			5	0	0	
(e) Workshop Posts						
Group A						
2.24	Workshop Supervisor	5,400	1	0	1 (*1)	DR: 100%
Group B						
2.25	Assistant Workshop Supervisor	4,200	0	0	0	DR: 100%
Group C						
2.26	Foreman	2,800	0	0	0	P: 100%
2.27	Mechanic	2,400	0	0	0	DR: 100%
Sub-Total			1	0	1 (*1)	
(f) Horticulture Post						
Group B						
2.28	Assistant Manager (Horticulture)	4,200	0	0	1	DR: 100%
Sub-Total			0	0	1	
(g) Security Posts						
Group A						
2.29	Security Officer	5,400	0	0	0	Deputation from Indian Army or Paramilitary

						Forces
Group B						
2.30	Assistant Security Officer	4,200	0	0	0	DR: 100% Ex-Service Man
		Sub-Total	0	0	0	
(h) Telephone Services Posts						
Group B						
2.31	Manager (Telephones)	5,400	0	0	0	DR: 100%
Group B						
2.32	Assistant Manager (Telephones)	4,200	0	0	0	DR: 100%
		Sub-Total	0	0	0	
(h) Printing Services Posts						
Group A						
2.33	Manager (Printing)	5,400	0	0	0	DR: 100%
Group B						
2.34	Assistant Manager (Printing)	4,200	0	0	0	DR: 100%
		Sub-Total	0	0	0	
(i) Knowledge Resource Posts						
Group A						
2.35	Manager (Knowledge Resources)	5,400	0	0	0	DR: 100%
		Sub-Total	0	0	0	

3. ADMINISTRATIVE AND OTHER CADRE						
(a) Administrative Posts						
Group A						
3.1	Registrar	10,000	1	0	1	DR: 100%
3.2	Deputy Registrar	7,600	2	2	2	DR: 75%
3.3	Assistant Registrar	5,400	3	2	3	DR: 100%
Group B						
3.4	Superintendent	4,600	3	3	4	P: 100%
3.5	Junior Superintendent	4,200	5	4	4	DR: 50%
Group C						
3.6	Senior Assistant	2,800	2	1	1	P: 100%
3.7	Assistant	2,400	4	2	4	DR: 50%
3.8	Stenographer	2,400	2	2	2	DR: 100%
3.9	Junior Assistant	2,000	18	15	20	DR: 100%
		Sub-Total	40	31	41	
(b) Audit Post						
Group A						
3.10	Senior Audit Officer	6,600	0	0	0	Deputation: Central Services
3.11	Audit Officer	5,400	0	0	0	Deputation from Central Services
Group B						
3.12	Assistant Audit Officer	4,600	0	0	0	DR: 100%
		Sub-Total	0	0	0	
(c) Library Posts						
Group B						
3.13	Assistant Library Information Officer	4,600	2	0	2 (*2)	DR: 50%
3.14	Senior Library Information Assistant	4,200	3	3	3	DR: 100%
		Sub-Total	5	3	5	
(d) Other Posts						
Group B						
3.15	Manager (Facilities)	5,400	0	0	0	DR: 50%
Group B						
3.16	Assistant Manager (Facilities)	4,200	0	0	0	DR: 100%
		Sub-Total	0	0	0	
TOTAL			99	58	99	

2.3.1 Methods of Selection

The following four methods for selection are applicable to the IIT Jodhpur, which are defined in the Clarification (No.AB.14017/13/2013–Estt.(RR)(1349)) of the *Department of Personnel and Training*, Government of India:

- (a) Direct Selection;
- (b) Promotion;
- (c) Deputation and/or Absorption; and
- (d) On Contract

2.3.2 Procedure of Selection

The following procedures shall be followed in four methods of selection:

(a) Direct Selection

The following procedure shall be followed for making *Direct Selection* to the posts, wherever it is prescribed in Annexure A of the Norms:

- (1) The Institute shall invite applications for posts through an all-India advertisement.
- (2) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility (as per Annexure A of the Norms) by the *Scrutiny Committee* constituted by the *Competent Authority* of the IITJ (as per Annexure B of the Norms). Where applications received are in excess of the number of posts advertised for the vacant post(s), the *Scrutiny Committee* may formulate additional criteria for shortlisting, based on academic performance and/or years of experience of the Applicants.
- (3) If the number of applications shortlisted is insufficient, then *Scrutiny Committee* may recommend for re-advertisement of the post.
- (4) The shortlisted applications shall be placed before the *Director* for approval. After due approval, the shortlisted applicants will be called to appear before the *Selection Committee*.
- (5) The *Selection Committee* will be constituted by the *Competent Authority* of the IITJ (as per Annexure B) in accordance with the *Act* and the *Statutes*.
- (6) If a suitable candidate is not found for the post advertised, the applicant may be offered the post immediately below the post advertised.
- (7) The recommendations of the *Selection Committees* shall be placed before the *Appointing Authority* for approval.

(b) Promotion

As per available vacancies, promotions of the departmental candidates shall be made:

- (1) As per the hierarchical structure in the respective cadre maintained by the IITJ;
- (2) On the basis of their qualification and the process prescribed for each position in the Annexure A;
- (3) Considering merit; and
- (4) By the process mentioned in the *Internal Promotion Scheme for Staff Members (IPSSM)* approved by the *Competent Authority*.

(c) Deputation and Absorption

- (1) *Deputation*

The following procedure shall be followed for making appointment by Deputation, wherever prescribed in the Annexure A:

- (i) The IITJ shall invite applications for the vacant posts from Government of India, State Governments and Autonomous Bodies through an advertisement on an all India basis.
- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility (as per Annexure A of the Norms) by a *Scrutiny Committee* constituted by the *Competent Authority* of the IITJ. Where applications received are in excess of a reasonable number (as determined by the Scrutiny Committee) for the vacant and advertised post(s), the Scrutiny Committee may formulate additional criteria for shortlisting, based on academic performance and/or years of experience of the Applicants.
- (iii) Personal evaluation shall involve any one or more of these methods: *interview, test, presentation, group discussion* and *evaluation* of previous ACRs.
- (iv) The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Government of India, shall be two (2) years from the date of beginning of the deputation extendable up to a maximum period of 10 years with the approval of the Competent Authority.
- (v) Deputation shall be subject to vigilance clearance.
- (vi) Vacancies caused by any incumbent being away on deputation, long illness, study leave or under other circumstances for a duration of one year or more, may be filled also by way of selection on *Deputation* with employees from Government of India, State Governments or Autonomous Bodies.

(1) *Absorption of employees appointed on Deputation*

The following procedure shall be followed for absorbing an employee appointed on Deputation:

- (i) Notwithstanding anything contained in the Norms, persons appointed on Deputation and who fulfill the eligibility criteria laid down for purposes of Direct Selection, shall be eligible for *absorption*, subject to the conditions that:
 - (a) provision exists for Direct Selection for appointment to the said post,
 - (b) procedure is followed as laid down for Direct Selection for the post as prescribed in Annexure A of the Norms, and
 - (c) on completion of the initial period of deputation.
- (ii) Such absorption shall be subject to the condition that the person on deputation exercises his option for absorption, and his parent department/cadre controlling authorities, do not have any objection to him being absorbed in the IITJ.

(d) On Contract

The Institute may appoint persons *on Contract* on recommendation of the Selection Committee with such benefits as are similar to regular appointment. Appointment on Contract may be made initially for a period of three (3) years. On completion of contract period of three years, his/her performance will be reviewed. On completion of contract period with satisfactory performance and on the recommendation of the duly constituted *Review Committee*, the person may be considered for:

- (1) Contract to confirmation considering the period of contract completed by the said person may be treated as completion of period of probation applicable for the said post; or
- (2) Contract to Probation of 1 year duration; or
- (3) Termination of contract.

During the contract/probation period, the Appointing Authority shall have the power to terminate the services within notice and without any cause being assigned. Also, the services shall be liable to be terminated at any time with one month's notice in writing given either by the Employee to the *Appointing Authority* or by the Appointing Authority to the Employee.

2.3.3 Assessment of Vacancy

After assessment and on receipt of requirement of Officers and Employees from various functionaries of the Institute, the Office of Recruitment initiates the process of the selection to fill in the post(s) via various methods of selection as contained in section 2.3.1. IITJ shall initiate the process to fill the vacant posts reserved for candidates belonging to the reserved category, whenever required.

2.3.4 Advertisement

After approval of the Appointing Authority, Office of Recruitment shall prepare and publish detailed advertisement containing all the conditions of the selection process on the official website of the Institute (www.iitj.ac.in) and in newspapers of repute having nation wide circulation. In case of selection through deputation, IITJ shall request various organization(s) to provide suitable candidates from their organizations to serve the Institute.

2.3.5 Application Form

The Institute shall make the format of the *Application Form* available on its official website (www.iitj.ac.in).

2.4 Conditions of Service

The *Conditions of Service* of the Officers and Employees of the IITJ in matters of Pay, Allowances, Leave, Provident Fund, Age of Superannuation, Pension and Retirement benefits, Medical Facilities and other conditions of service, shall be regulated in accordance with such rules and regulations as are applicable to *Technical, Administrative and Other Cadres*, from time to time, for employees of the corresponding cadres, as the case may be, with the corresponding Scales of Pay of the Government of India.

Other Conditions of Service of the Officers and Employees of the Technical, Administrative and Other Cadres of IITJ, for which no specific provisions have been provided in the *Act and Statutes* shall be regulated in accordance with such rules and regulations as are applicable to *Technical, Administrative and Other Cadres*, from time to time, for employees of the corresponding cadres, as the case may be, with the corresponding Scales of Pay of the Government of India.

2.5 Disqualification

No person shall be eligible for appointment to any post, if:

- (1) She has a husband living, and has entered into or contracted a marriage with a person who already has a spouse living provided that the Government of India, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, may exempt any person from the operation of this rule;
- (2) He has a wife living, has entered into or contracted a marriage with any other women, provided that the Government of India, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, may exempt any person from the operation of this rule; or
- (3) A person of unsound mind, person being adjudged insolvent by a court of competent jurisdiction, person being a minor (below the minimum age to contract), person being convicted of an offence by a court, *etc.*

2.6 Accommodation and House Rent Allowance

Officers and Employees belonging to various cadres of the IITJ shall be eligible for being allotted Accommodation, if available, of respective categories as provided for in the *House Allotment Rules*.

In case the accommodation is not available or the Officers and Employees are not eligible for the available Accommodation, such Officer or Employee shall be eligible for *House Rent Allowance* as admissible to their various cadres, as the case may be, of the Corresponding Scales of Pay of the Government of India.

2.7 Reservation

Nothing contained in these Norms shall affect reservations, relaxations of age limit and other concessions required to be provided to the *Scheduled Castes (SC)*, the *Scheduled Tribes (ST)*, *Other Backward Class (OBC)* and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

2.8 Selection of Persons of Indian Origin (PIO)

The instructions of Government of India for appointment of PIO and foreigners shall be applicable, as notified from time to time.

2.9 Saving

All selections and promotions made before the *2017 Norms* are notified shall continue to remain in force on the terms and conditions at which such selections and promotions were made. Any selection or promotion made in disregard of these 2017 Norms (after these Norms are notified) shall be deemed to be invalid and illegal. When a doubt

arises in the interpretation of any provision of these norms, the matter shall be referred to the *Board of Governors* for a decision, which shall be final.

2.10 Power to relax Norms

The following shall apply with regard to relaxation of norms:

(1) *For Applicants from the IITs*

The upper age limit for Applicants from the IITs shall be 50 years for all posts for appointment through *Direct Selection*.

(2) *For General Candidates*

Under exceptional circumstances, qualification may be relaxed for all posts at the discretion of the *Competent Authority*, in case of persons who are otherwise well qualified. The power to relax the Norms for qualification shall be exercised, only if the *Competent Authority* is satisfied that the contribution made by the said person is exceptional and that sufficient number of candidates with requisite experience is not likely to be available to fill up a particular post. The *Competent Authority* shall record such decision with a proper rationale for exercising the discretion under this clause.

Normally, the time of joining for the selected candidates will be maximum 3 months from the date of issue of appointment letter.

The application fees will be charged as per following:

- (a) Rs.500 for all Group A positions;
- (b) Rs.250 for all Group B and C positions;
- (c) No application fees will be charged from SC, ST, PWD and Ex-Serviceman candidates, and from Internal candidates of the Institute working on regular pay scale; and
- (d) Applicable fees will be reviews after every 2 years.

2.11 Reservation Roster

Reservation Roster will be maintained *post-wise* as per the norms of the Government of India.

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Annexure A

Posts and Requirements

This annexure presents detailed requirements for selection to various posts approved. Wherever selection to post(s) is proposed through promotion and sufficient numbers of candidate(s) are not available in the feeder cadre, the post(s) shall be filled in by other method(s) of selection.

S.No.	Post	Grade Pay (Rs.)	Strength			Method of Selection
			Sanctioned	Working	Proposed	
1. ACADEMIC CADRE						
(a) Library Posts						
Group A						
1.1	Librarian	10,000	0	0	0	DR: 100%
1.2	Deputy Librarian	9,000	1	1	1	DR: 100%
Sub-Total			1	1	1	

A1.1 Deputy Librarian

1	<i>Name of the Post</i>	Deputy Librarian
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Academic Grade Pay of Rs.8,000
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	55 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Master's Degree in Library Science, Library Information Science or Library Documentation with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in the UGC Regulations</p> <p>(2) At least 5 years experience as an Assistant University Librarian and College librarian, in the post with GP of Rs.7,000 as per 6th Central Pay Commission (or its equivalent)</p> <p>Desirable Qualifications</p> <p>(1) M.Phil. or Ph.D. Degree in Library Science, Library Information Science, Library Documentation or Archiving, and Library Manuscript-keeping</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p> <p>(3) Evidence of innovative library service and organization of published work and professional commitment, and computerization of library</p>
8	<i>Period of Probation</i>	One Year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

2. TECHNICAL CADRE						
(a) Laboratory Posts						
Group A						
2.1	Chief Scientific Officer	10,500	0	0	0	DR: 100%
2.2	Principle Scientific Officer	9,500	0	0	0	DR: 100%
2.3	Senior Scientific Officer	8,000	0	0	0	DR: 100%
2.4	Scientific Officer	6,000	0	0	0	DR: 100%
2.5	Technical Officer	5,400	1	0	1 (*1)	DR: 100%
Group B						
2.6	Senior Technical Superintendent	4,800	1	0	1	P: 100%
2.7	Technical Superintendent	4,600	5	2	4	DR: 50%
2.8	Junior Technical Superintendent	4,200	10	5	5	DR: 50%
Group C						
2.9	Senior Technical Assistant	2,800	6	0	0	P: 100%
2.10	Technical Assistant	2,400	8	1	2	P: 100%
2.11	Junior Technical Assistant	2,000	14	10	28 (*6)	DR: 100%
Sub-Total			45	18	44	
(b) Engineering						
Group A						
2.12	Superintending Engineer	8,700	1	0	0	DR: 100%
2.13	Senior Executive Engineer	7,600	0	0	1	DR: 100%
2.14	Executive Engineer	6,600	2	1	1	DR: 100%
2.15	Assistant Executive Engineer	5,400	1	0	2	DR: 100%
Group B						
2.16	Assistant Engineer	4,600	2	2	2	P: 100%
2.17	Junior Engineer	4,200	2	1	2	DR: 100%
Sub-Total			8	4	8	
(c) Sports Posts						
Group A						
2.18	Assistant Sports Officer	5,400	0	0	0	DR: 100%
Group B						
2.19	Physical Training Instructor	4,200	1	1	1	DR: 100%
Sub-Total			1	1	1	
(d) Medical Posts						
Group A						
2.20	Senior Medical Officer	6,600	1	0	0	-
2.21	Medical Officer	5,400	1	0	0	-
Group B						
2.22	Senior Staff Nurse	4,600	1	0	0	-
2.23	Staff Nurse	4,200	2	0	0	-
Sub-Total			5	0	0	
(e) Workshop Posts						
Group A						
2.24	Workshop Supervisor	5,400	1	0	1 (*1)	DR: 100%
Group B						
2.25	Assistant Workshop Supervisor	4,200	0	0	0	DR: 100%
Group C						
2.26	Foreman	2,800	0	0	0	P: 100%
2.27	Mechanic	2,400	0	0	0	DR: 100%
Sub-Total			1	0	1 (*1)	
(f) Horticulture Post						
Group B						
2.28	Assistant Manager (Horticulture)	4,200	0	0	1	DR: 100%
Sub-Total			0	0	1	
(g) Security Posts						
Group A						
2.29	Security Officer	5,400	0	0	0	Deputation from Indian Army or Paramilitary Forces

Group B						
2.30	Assistant Security Officer	4,200	0	0	0	DR: 100% Ex-Service Man
Sub-Total			0	0	0	
(h) Telephone Services Posts						
Group B						
2.31	Manager (Telephones)	5,400	0	0	0	DR: 100%
Group B						
2.32	Assistant Manager (Telephones)	4,200	0	0	0	DR: 100%
Sub-Total			0	0	0	
(h) Printing Services Posts						
Group A						
2.33	Manager (Printing)	5,400	0	0	0	DR: 100%
Group B						
2.34	Assistant Manager (Printing)	4,200	0	0	0	DR: 100%
Sub-Total			0	0	0	
(i) Knowledge Resource Posts						
Group A						
2.35	Manager (Knowledge Resources)	5,400	0	0	0	DR: 100%
Sub-Total			0	0	0	

A2.1 Chief Scientific Officer

1	<i>Name of the Post</i>	Chief Scientific Officer
2	<i>Number of Posts</i>	-
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 4 (Rs.37,400 – Rs.67,000) Grade Pay of Rs.10,500
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	55 Years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Doctoral degree in an appropriate engineering, chemistry, physics and biology discipline</p> <p>(2) At least 14 years relevant post-Ph.D. degree experience in specialized areas, with at least 4 years with Grade Pay of Rs.9,500</p> <p>Desirable Qualifications</p> <p>(1) Hands on working experience in having handled advanced instrumentation related to characterisation, synthesis and analysis of mechanical, civil, chemical and biological materials and systems</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A2.2 Principal Scientific Officer

1	<i>Name of the Post</i>	Principal Scientific Officer
2	<i>Number of Posts</i>	-
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 4 (Rs.37,400 – Rs.67,000) Grade Pay of Rs.9,500
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	55 Years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Doctoral degree in an appropriate engineering, chemistry, physics and biology discipline</p> <p>(2) At least 10 years relevant post-Ph.D. degree experience in specialized areas, with at least 4 years with Grade Pay of Rs.8,000</p> <p>Desirable Qualifications</p> <p>(1) Hands on working experience in having handled advanced instrumentation related to characterisation, synthesis and analysis of mechanical, civil, chemical and biological materials and systems</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A2.3 Senior Scientific Officer

1	<i>Name of the Post</i>	Senior Scientific Officer
2	<i>Number of Posts</i>	-
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600- Rs.39,100) Grade Pay of Rs.8,000
5	<i>Mode of Selection</i>	Promotion
6	<i>Age Limit for Direct Selection</i>	55 Years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Doctoral degree in an appropriate engineering, chemistry, physics and biology discipline</p> <p>(2) At least 6 years relevant post-Ph.D. degree experience in specialized areas, with at least 3 years with Grade Pay of Rs.6,000</p> <p>Desirable Qualifications</p> <p>(1) Hands on working experience in having handled advanced instrumentation related to characterisation, synthesis and analysis of mechanical, civil, chemical and biological materials and systems</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A2.4 Scientific Officer

1	<i>Name of the Post</i>	Scientific Officer
2	<i>Number of Posts</i>	-
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.6,000
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	55 Years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Doctoral degree in an appropriate engineering, chemistry, physics and biology discipline</p> <p>(2) At least 2 years relevant post-Ph.D. degree experience in specialized areas</p> <p>Desirable Qualifications</p> <p>(1) Hands on working experience in having handled advanced instrumentation related to characterisation, synthesis and analysis of mechanical, civil, chemical and biological materials and systems</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A2.5 Technical Officer

1	<i>Name of the Post</i>	Technical Officer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.5,400
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	50 years
7	<i>Educational and Other Qualifications required for Direct Selection</i>	<p>Essential Qualifications M.Tech. in Metallurgical, Chemical, Civil or Instrumentation Engineering (or equivalent) <i>with First Class</i>, and at least 2 years of experience in relevant field</p> <p>OR B.Tech. in Metallurgical, Chemical, Civil or Instrumentation Engineering (or equivalent) <i>with First Class</i> and at least 6 years of experience in relevant field</p> <p>Desirable Qualifications (1) Hands on working experience in having handled systems and equipment in large Metallurgical Engineering Laboratory, Chemical Engineering Laboratory or Structural Engineering Laboratory (2) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory: (1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.6 Senior Technical Superintendent

1	<i>Name of the Post</i>	Senior Technical Superintendent
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 2 (Rs.9,300 – Rs.34,800) Grade Pay of Rs.4,800
5	<i>Mode of Selection</i>	Promotion
6	<i>Age Limit for Direct Selection</i>	50 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications (1) M.Tech., M.E., or M.Sc. in appropriate field, OR B.Tech., B.E. or B.Sc. in appropriate field OR Diploma in Engineering in appropriate field from a State Board, (2) 5 years relevant experience in Pay Band 2 with Grade Pay of Rs.4,600</p> <p>Desirable Qualification (1) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory: (1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.7 Technical Superintendent

1	<i>Name of the Post</i>	Technical Superintendent
2	<i>Number of Posts</i>	04 (Four)
3	<i>Classification</i>	Group B
4	<i>Pay Band Grade Pay</i>	PB -2 (Rs.9,300 - Rs.34,800) Grade Pay of Rs.4,600
5	<i>Mode of Selection</i>	50% by Direct Selection
6	<i>Age Limit for Direct Selection</i>	35 Years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) M.Tech., M.E., or M.Sc. in appropriate field, OR B. Tech., B.E. or B.Sc. in appropriate field OR Diploma in Engineering in appropriate field from a State Board,</p> <p>(2) At least 5 years relevant experience in Pay Band 2 with Grade Pay of Rs.4,200 or equivalent in Government Department, autonomous body or Private Sector Organization of repute</p> <p>Desirable Qualification</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	<p>For Direct Selection: Two years</p> <p>For Promotion: One year</p>
9	<i>Method of Selection</i>	<p>For External Candidates Written Test, Trade Test and Personal Interview</p> <p>For Internal Candidates As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i></p>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.8 Junior Technical Superintendent

1	Name of the Post	Junior Technical Superintendent
2	Number of Posts	5 (Five)
3	Classification	Group B
4	Pay Band Grade Pay	PB 2 (Rs.9,300 – Rs.34,800) Grade Pay of Rs.4,200
5	Mode of Selection	50% by Direct Selection
6	Age Limit for Direct Selection	32 years
7	Educational and Other Qualifications required for Direct Selection	<p>Essential Qualifications</p> <p>(1) M.Tech., M.E., or M.Sc. in appropriate field, OR B.Tech., B.E. or B.Sc. in appropriate field OR Diploma in Engineering of 3 years duration in appropriate field from a State Board,</p> <p>(2) At least 2 years relevant experience for persons with Masters degree, and at least 5 years relevant experience for persons with Bachelors Degree or Diploma in Engineering, in Pay Band 2 with Grade Pay of Rs.2,800 (or equivalent) in Government Department, autonomous body or Private Sector Organizations of repute</p> <p>Desirable Qualification</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p>
8	Period of Probation	For Direct Selection : <i>Two years</i> For Promotion : <i>One year</i>
9	Method of Selection	<p>For Internal Candidates</p> <p>As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i></p> <p>For External Candidates</p> <p>Written Test, Trade Test and Personal Interview</p>
10	In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.9 Senior Technical Assistant

1	<i>Name of the Post</i>	Senior Technical Assistant
2	<i>Number of Posts</i>	-
3	<i>Classification</i>	Group C
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 1 (Rs.5,200 – Rs.20,200) Grade Pay of Rs.2,800
5	<i>Mode of Selection</i>	Promotion
6	<i>Age Limit for Direct Selection</i>	32 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) M.Tech., M.E., or M.Sc. in appropriate field, OR B. Tech., B.E. or B.Sc. in appropriate field OR Diploma in Engineering of 3 years duration in appropriate field from a State Board,</p> <p>(2) At least 5 years experience at lower grade of <i>Technical Assistant Technician</i> in Pay Band 2 with Grade Pay of Rs.2,400</p> <p>Desirable Qualification</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	For Promotion : <i>One year</i>
9	<i>Method of Selection</i>	As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.10 Technical Assistant

1	<i>Name of the Post</i>	Technical Assistant
2	<i>Number of Posts</i>	2 (Two)
3	<i>Classification</i>	Group C
4	<i>Pay Band Grade Pay</i>	PB 1 (Rs.5,200 – Rs.20,200) Grade Pay of Rs.2,400
5	<i>Mode of Selection</i>	Promotion
6	<i>Age Limit for Direct Selection</i>	32 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) M.Tech., M.E., or M.Sc. in appropriate field, OR B. Tech., B.E. or B.Sc. in appropriate field OR Diploma in Engineering of 3 years duration in appropriate field from a State Board,</p> <p>(2) At least 5 years experience at lower grade of <i>Junior Technical Assistant</i> in Pay Band 2 with Grade Pay of Rs.2,000</p> <p>Desirable Qualification</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.11 Junior Technical Assistant

1	<i>Name of the Post</i>	Junior Technical Assistant
2	<i>Number of Posts</i>	31 (Thirty One)
3	<i>Classification</i>	Group C
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 1 (Rs.5,200 - Rs.20,200) Grade Pay of Rs.2,000
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	27 years
7	<i>Educational and Other Qualifications required for Direct Selection</i>	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in appropriate field, OR B. Tech., B.E. or B.Sc. in appropriate field OR Diploma in Engineering of 3 years duration in appropriate field from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	Two years
9	<i>Method of Selection</i>	Written Test, Trade Test and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, State Governments, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post, (2) Possessing educational qualification and experience as above</p>

A2.12 Superintending Engineer

1	Name of the Post	Superintending Engineer
2	Number of Posts	-
3	Classification	Group A
4	Pay Band Grade Pay	PB 4 (Rs.37,400- Rs. 67,000) Grade Pay of Rs.8,700
5	Mode of Selection	Direct Selection
6	Age Limit for Direct Selection	55 Years
7	Educational and Other Qualifications required for direct recruits	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,</p> <p>(2) At least 15 years experience in relevant field as Engineer, of which 5 years should be as <i>Senior Executive Engineer</i> in the Grade Pay of Rs.7,600 (or its equivalent) for persons with in B.E./B.Tech. degree, OR At least 13 years experience in relevant field as Engineer, of which 3 years should be as <i>Senior Executive Engineer</i> in the Grade Pay of Rs.7,600 (or its equivalent) for persons with in M.E./M.Tech. degree</p> <p>(3) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects costing above Rs.300 Crores</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications (2) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software (3) Proven track record of handling construction projects (4) Experience of working with high tension lines, electrical maintenance planning, execution of electrical works, or civil works, designing and estimation, construction management of large projects, etc., as relevant to the specialisation of the person</p>
8	Period of Probation	One year
9	Method of Selection	Presentation and Interview
10	In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, State Governments, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post, (2) Possessing educational qualification and experience as above</p>

A2.13 Senior Executive Engineer

1	<i>Name of the Post</i>	Senior Executive Engineer
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 4 (Rs.15,600 - Rs. 39,100) Grade Pay of Rs.7,600
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	50 Years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,</p> <p>(2) At least 12 years experience in relevant field as Engineer, of which 5 years should be as <i>Executive Engineer</i> in the Grade Pay of Rs.6,600 (or its equivalent) for persons with B.E./B.Tech. degree, OR At least 10 years experience in relevant field as Engineer, of which 3 years should be as <i>Executive Engineer</i> in the Grade Pay of Rs.6,600 (or its equivalent) for persons with M.E./M.Tech. degree</p> <p>(3) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects costing above Rs.150 Crores</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Proven track record of handling construction projects</p> <p>(3) Experience of working with high tension lines, electrical maintenance planning, execution of electrical works, or civil works, designing and estimation, construction management of large projects, etc., as relevant to the specialisation of the person</p> <p>(4) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, State Governments, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post, (2) Possessing educational qualification and experience as above</p>

A2.14 Executive Engineer

1	Name of the Post	Executive Engineer
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Band Grade Pay	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.6,600
5	Mode of Selection	Direct Selection
6	Age Limit for Direct Selection	45 years
7	Educational and Other Qualifications required for direct recruits	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in Diploma in Civil or Electrical Engineering (of 3 years duration) from a recognized State Board, OR First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,</p> <p>(2) At least 12 years experience in relevant field as Engineer, of which 8 years should be as <i>Assistant Executive Engineer</i> in the Grade Pay of Rs.5,400 (or its equivalent) for persons with Diploma OR At least 9 years experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Executive Engineer</i> in the Grade Pay of Rs.5,400 (or its equivalent) for persons with B.E./B.Tech. degree, OR At least 7 years experience in relevant field as Engineer, of which 3 years should be as <i>Assistant Executive Engineer</i> in the Grade Pay of Rs.5,400 (or its equivalent) for persons with M.E./M.Tech. degree</p> <p>(3) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects costing above Rs.50 Crores</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software (2) Proven track record of handling construction projects in reputed organization of relevant magnitude and qualities (3) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works, or civil works, designing, estimation, construction management of large projects, etc., as relevant to the specialisation of the person (4) Should have computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year
9	Method of Selection	Presentation and Interview
10	In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made	<p>Deputation or on Contract basis Officers under the Government of India, State Governments, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post, (2) Possessing educational qualification and experience as above</p>

A2.15 Assistant Executive Engineer

1	<i>Name of the Post</i>	Assistant Executive Engineer
2	<i>Number of Posts</i>	02 (Two)
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.5,400
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	40 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in Diploma in Civil or Electrical Engineering (of 3 years duration) from a recognized State Board, OR First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,</p> <p>(2) At least 9 years experience in relevant field as Engineer, of which 8 years should be as <i>Assistant Engineer</i> in the Grade Pay of Rs.4,600 (or its equivalent) for persons with Diploma OR At least 6 years experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Grade Pay of Rs.4,600 (or its equivalent) for persons with B.E./B.Tech. degree, OR At least 4 year experience in relevant field as Engineer, of which 3 year should be as <i>Assistant Engineer</i> in the Grade Pay of Rs.4,600 (or its equivalent) for persons with M.E./M.Tech. degree</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software (2) Experience in construction management (3) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.16 Assistant Engineer

1	Name of the Post	Assistant Engineer
2	Number of Posts	02 (Two)
3	Classification	Group B
4	Pay Band Grade Pay	PB 2 (Rs.9,300 – Rs. 34,800) Grade Pay of Rs.4,600
5	Mode of Selection	Promotion
6	Age Limit for Direct Selection	35 Years
7	Educational and Other Qualifications required for direct recruits	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in Diploma in Civil or Electrical Engineering (of 3 years duration) from a recognized State Board, OR First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,</p> <p>(2) At least 6 years experience in relevant field as Engineer, of which 5 years should be as <i>Junior Engineer</i> in the Grade Pay of Rs.4,200 (or its equivalent) for persons with Diploma OR At least 3 years experience in relevant field as Engineer, of which 2 year should be as <i>Junior Engineer</i> in the Grade Pay of Rs.4,200 (or its equivalent) for persons with B.E./B.Tech. degree</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software (2) Experience in construction management or high power line installation and management (3) Should have computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One Year
9	Method of Selection	As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i>
10	In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.17 Junior Engineer

1	<i>Name of the Post</i>	Junior Engineer
2	<i>Number of Posts</i>	02 (Two)
3	<i>Classification</i>	Group B
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 2 (Rs.9,300 – Rs. 34,800) Grade Pay of Rs.4,200
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	30 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in Diploma in Civil or Electrical Engineering (of 3 years duration) from a recognized State Board</p> <p>(2) At least 3 years experience in relevant field as Engineer</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer–Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Experience in construction management or high power line installation and management</p> <p>(3) Computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	Two years
9	<i>Method of Selection</i>	Written Test and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A2.18 Assistant Sports Officer

1	<i>Name of the Post</i>	Assistant Sports Officer
2	<i>Number of Post</i>	-
3	<i>Classification</i>	Group A
4	<i>Pay Band and Grade Pay/Scale of Pay</i>	PB 2 (Rs.15,600 - Rs.39,100) with AGP of Rs.6,000
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	40 years
7	<i>Educational and other qualification required for Direct Selection</i>	<p>Essential Qualifications</p> <p>(1) Ph.D Degree in Physical Education or Sports Science with <i>First Class</i> degree in the preceding degree from a recognized Institute/University</p> <p>(2) Certificate of having represented the University at the inter-university competitions or at the State and/or national championship</p> <p>(3) Qualified UGC NET</p> <p>(4) Minimum 03 years of relevant experience of working in Institute/University of Government Organization, Autonomous Body, PSEs or Public Sector Organizations of repute</p> <p>Desirable Qualifications</p> <p>(1) Experience of having coached Basketball, Badminton, Lawn-Tennis, Cricket, Table Tennis, Squash or Athletics</p> <p>(2) Participation at the National level in any of these above fields</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One Year
9	<i>Method of Selection:</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A2.19 Physical Training Instructor

1	<i>Name of the Post</i>	Physical Training Instructor
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 2 (Rs.9,300 – Rs. 34,800) Grade Pay of Rs.4,200
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	32 years
7	<i>Educational and Other Qualifications required for Direct Selection</i>	<p>Essential Qualifications</p> <p>(1) Bachelors degree in Physical Education with Diploma in Coaching from National Institute of Sports</p> <p>(2) At least 4 years experience as coach in a relevant area</p> <p>Desirable Qualifications</p> <p>(1) Coaching in Basketball, Badminton, Lawn-Tennis, Cricket, Table Tennis, Squash or Athletics</p> <p>(2) Representation at District, State or National level in any one of these above fields</p> <p>(3) Computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	Two years
9	<i>Method of Selection</i>	Written Test, Trade Test and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A2.20-A2.23 Medical Posts

The selections are not open to the *Medical Posts*.

A2.24 Workshop Supervisor

1	<i>Name of the Post</i>	Workshop Supervisor
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.5,400
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	50 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications M.Tech. in Mechanical Engineering (or equivalent) <i>with First Class</i>, and at least 2 years of experience in relevant field OR B.Tech. in Mechanical Engineering (or equivalent) <i>with First Class</i> and at least 6 years of experience in relevant field</p> <p>Desirable Qualifications (1) Hands on working experience in having handled systems and equipment in large Mechanical Engineering Workshop (2) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory: (1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.25-A2.27 Workshop Posts

The selections are not open to the *Workshop Posts*.

A2.28 Assistant Manager (Horticulture)

1	<i>Name of the Post</i>	Assistant Manager (Horticulture)
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.4,200
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	30 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) B.Sc. Degree in <i>Agriculture, Horticulture</i> or <i>Botany</i> (or equivalent) with First Class, from a recognised University/Institute OR M.Sc. Degree in <i>Agriculture, Horticulture</i> or <i>Botany</i> (or equivalent) with First Class, from a recognised University/Institute</p> <p>(2) At least 05 years relevant experience in horticulture activities (including nursery management) for persons with B.Sc. Degree OR At least 03 years relevant experience in horticulture activities (including nursery management) for persons with M.Sc. Degree</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications (2) Should have knowledge and experience of having undertaken vermin-composting of organic solid waste (3) Experience of working in large townships</p>
8	<i>Period of Probation</i>	Two Years
9	<i>Method of Selection</i>	Written Test, and Personal Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	

A2.29 Security Posts

The selections are not open to the *Security Posts*.

A2.30 Assistant Security Officer

1	<i>Name of the Post</i>	Assistant Security Officer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.4,200
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	35 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	Essential Qualifications (1) Bachelor's Degree in any discipline with at least 55% marks in the qualifying degree from a recognized University/Institute (2) Should have had Military or Fire Fighting Training (3) Should hold a valid driving licence (LMV) (4) At least 05 years relevant experience in managing security of a academic and/or residential campus Desirable Qualifications (1) Person from the Indian Army, BSF, CISF, ITBP or any other paramilitary force (2) Computer Literacy and experience of working with computer office applications (3) Should be able to handle fire arms, investigate cases, and manage contracts
8	<i>Period of Probation</i>	Two Years
9	<i>Method of Selection</i>	Personal Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	

A2.31-A2.32 Telephone Services Posts

The selections are not open to the *Telephone Services Posts*.

A2.33-A2.34 Printing Services Posts

The selections are not open to the *Printing Services Posts*.

A2.35 Knowledge Resources Posts

The selections are not open to the *Knowledge Resources Posts*.

3. ADMINISTRATIVE AND OTHER CADRE						
(a) Administrative Posts						
Group A						
3.1	Registrar	10,000	1	0	1	DR: 100%
3.2	Deputy Registrar	7,600	2	2	2	DR: 75%
3.3	Assistant Registrar	5,400	3	2	3	DR: 100%
Group B						
3.4	Superintendent	4,600	3	3	4	P: 100%
3.5	Junior Superintendent	4,200	5	4	4	DR: 50%
Group C						
3.6	Senior Assistant	2,800	2	1	1	P: 100%
3.7	Assistant	2,400	4	2	4	DR: 50%
3.8	Stenographer	2,400	2	2	2	DR: 100%
3.9	Junior Assistant	2,000	11	15	24	DR: 100%
Sub-Total			33	31	45	
(b) Audit Post						
Group A						
3.10	Senior Audit Officer	6,600	0	0	0	Deputation: Central Services
3.11	Audit Officer	5,400	0	0	0	Deputation from Central Services
Group B						
3.12	Assistant Audit Officer	4,600	0	0	0	DR: 100%
Sub-Total			0	0	0	
(c) Library Posts						
Group B						
3.13	Assistant Library Information Officer	4,600	2	0	2 (*2)	DR: 50%
3.14	Senior Library Information Assistant	4,200	3	3	3	DR: 100%
Sub-Total			5	3	5	
(d) Other Posts						
Group B						
3.15	Manager (Facilities)	5,400	0	0	0	DR: 50%
Group B						
3.16	Assistant Manager (Facilities)	4,200	0	0	0	DR: 100%
Sub-Total			0	0	0	

A3.1 Registrar

1	Name of the Post	Registrar
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Band Grade Pay	PB 4 (Rs.37,400 – Rs. 67,000) Grade Pay of Rs.10,000
5	Mode of Selection	Direct Selection
6	Age Limit for Direct Selection	55 years
7	Educational and Other Qualifications required for direct recruits	<p>Essential Qualifications</p> <p>(1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute</p> <p>(2) At least 15 years experience as <i>Assistant Professor</i> in AGP of Rs.7,000 and higher, or at least 8 years of service in the AGP of Rs.8,000 and higher (including Associate Professor), along with experience in educational administration, OR Experience in research establishment and/or other institutions of higher education comparable to that above, OR At least 15 years of administrative experience, of which 8 years shall be as <i>Deputy Registrar</i> or equivalent</p> <p>Desirable Qualifications</p> <p>(1) Degree in Management or LLB (2) Knowledge of computers (3) Should have experience at least 3 years in <i>Centrally Funded Technical Institutes</i> (4) Computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One Year
9	Method of Selection	Presentation and Interview
10	In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A3.2 Deputy Registrar

1	<i>Name of the Post</i>	Deputy Registrar
2	<i>Number of Posts</i>	02 (Two)
3	<i>Classification</i>	Group A
4	<i>Pay Band Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.7,600
5	<i>Mode of Selection</i>	Direct Selection Movement As per MHRD Letter No. F. NO. 17-4/2014-TS-I, dated 12 April 2017, a Deputy Registrar will move to the Pay Band of Rs.37,400-67000 with a Grade Pay of Rs.8,700, on completion five years of service in the post and will be re-designated as <i>Joint Registrar</i> , with the stipulation that the post will revert as <i>Deputy Registrar</i> , when it falls vacant.
6	<i>Age Limit for Direct Selection</i>	50 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	Essential Qualifications (1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute (2) At least 9 years experience as <i>Assistant Professor</i> in AGP of Rs.6,000 and higher, along with experience in educational administration, OR Experience in research establishment and/or other institutions of higher education comparable to that above, OR At least 5 years of administrative experience as <i>Assistant Registrar</i> or equivalent Desirable Qualifications (1) Degree in Management or LLB, and knowledge of computers, (2) Experience in handling computerized administration, legal or financial or establishment matters (3) A <i>Chartered Accountant</i> or <i>Cost Accountant</i> diploma (4) Should have experience at least 3 years in <i>Centrally Funded Technical Institutes</i> (5) Computer literacy and experience of working with computer office applications
8	<i>Period of Probation</i>	One Year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	Deputation or on Contract basis Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory: (1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above

A3.3 Assistant Registrar

1	<i>Name of the Post</i>	Assistant Registrar
2	<i>Number of Posts</i>	03 (Three)
3	<i>Classification</i>	Group A
4	<i>Pay Band Grade Pay</i>	PB 3 (Rs.15,600 – 39,100) Grade Pay of Rs.5,400
5	<i>Mode of Selection</i>	Direct Selection Movement As per MHRD Letter No. F. NO. 17-4/2014-TS-I, dated 12 April 2017, an Assistant Registrar will be eligible for the higher Grade Pay of Rs. 6,600 within the Pay Band of Rs.15,600-39,100, on completion eight years of service, provided they have participated in two training programs on education administration, each of approximately 4-weeks duration and their performance appraisal reports are consistently satisfactory. The Grade Pay of Rs.6,600 will be restricted to 50% of the total strength of Assistant Registrars. Further, the requirement of 8 years service in respect of Assistant Registrars, who are placed in the senior scale, is reduced to 5 years service for promotion to <i>Deputy Registrar</i> .
6	<i>Age Limit for Direct Selection</i>	50 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	Essential Qualifications (1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute (2) Employees serving as Superintendent or equivalent post for at least 5 years at Grade Pay of Rs.4,600 (3) Should have computer literacy and experience of working with computer office applications Desirable Qualification 1. Qualification in Management, Engineering or Law, OR Experience in handling computerized administration, legal, stores and purchase, financial, or establishment matters, OR A Chartered Accountant or Cost Accountant degree or diploma, 2. Experience of at least 3 years in a Centrally Funded Technical Institute 3. Computer literacy and experience of working with computer office applications
8	<i>Period of Probation</i>	One Year
9	<i>Method of Selection</i>	Presentation and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	Deputation or on Contract basis Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory: (1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above

A3.4 Superintendent

1	<i>Name of the Post</i>	Superintendent
2	<i>Number of Posts</i>	04 (Four)
3	<i>Classification</i>	Group B
4	<i>Pay Band Grade Pay</i>	PB 2 (Rs.9,300 - Rs.34,800) GP of Rs.4,600
5	<i>Mode of Selection</i>	Promotion
6	<i>Age Limit for Direct Selection</i>	40 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Bachelor's degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute</p> <p>(2) At least 5 years relevant experience of supervisory post in Grade Pay of Rs.4,200 or equivalent</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	Promotion: <i>One Year</i>
9	<i>Method of Selection</i>	<p>For Internal Candidates</p> <p>As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i></p>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A3.5 Junior Superintendent

1	<i>Name of the Post</i>	Junior Superintendent
2	<i>Number of Posts</i>	4 (Four)
3	<i>Classification</i>	Group B
4	<i>Pay Band Grade Pay</i>	PB 2 (Rs.9300 – Rs. 34,800) GP of Rs.4,200
5	<i>Mode of Selection</i>	Direct Selection: 50% Promotion : 50%
6	<i>Age Limit for Direct Selection</i>	32 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Bachelor’s degree in any discipline with at least 55% marks or its equivalent grade ‘B’ in the UGC 7 point scale from a recognized University/Institute</p> <p>(2) At least 2 years relevant experience for persons with Masters degree, and at least 5 years relevant experience for persons with Bachelors Degree, in Pay Band 2 with Grade Pay of Rs.2,800 (or equivalent) in Government Department, Autonomous Body or Private Sector Organizations of repute</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p> <p>(2) Knowledge of office procedures, rules, Secretarial practices in Academic, Estate Management and Hospitality matters</p>
8	<i>Period of Probation</i>	For Direct Selection : <i>Two years</i> For Promotion : <i>One Year</i>
9	<i>Method of Selection</i>	<p>For Internal Candidates</p> <p>As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i></p> <p>For External Candidates</p> <p>Written Test, Trade Test and Personal Interview</p>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A3.6 Senior Assistant

1	<i>Name of the Post</i>	Senior Assistant
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group C
4	<i>Pay Band Grade Pay</i>	PB 1 (Rs.5,200 – Rs.20,200) GP of Rs.2,800
5	<i>Mode of Selection</i>	Promotion
6	<i>Age Limit for Direct Selection</i>	32 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Bachelor's degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute</p> <p>(2) At least 5 years relevant experience in regular posts having pay scale of Grade Pay of Rs.2,400</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p> <p>(2) Knowledge of office procedures, rules, Secretarial practices in Academic, Estate Management and Hospitality matters</p>
8	<i>Period of Probation</i>	<i>One year</i>
9	<i>Method of Selection</i>	As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i>
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A3.7 Assistant

1	Name of the Post	Assistant
2	Number of Posts	04 (Four)
3	Classification	Group C
4	Pay Band Grade Pay	PB 1 (Rs.5,200 – Rs.20,200) GP of Rs.2,400
5	Mode of Selection	Direct Selection : 50% Promotion : 50%
6	Age Limit for Direct Selection	30 years
7	Educational and Other Qualifications required for direct recruits	<p>Essential Qualifications</p> <p>(1) Bachelor's degree in any discipline</p> <p>(2) At least 5 years relevant experience, OR with at least 5 years service in posts at Grade Pay of Rs.2,000 or higher in case of promotion candidates</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p> <p>(2) Knowledge of office procedures, rules, Secretarial practices in Academic, Estate Management and Hospitality matters</p>
8	Period of Probation	For Direct Selection : <i>Two years</i> For Promotion : <i>One year</i>
9	Method of Selection	<p>For Internal Candidates</p> <p>As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i></p> <p>For External Candidates</p> <p>Written Test, Trade Test and Personal Interview</p>
10	In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A3.8 Stenographer

1	<i>Name of the Post</i>	Stenographer
2	<i>Number of Posts</i>	2 (Two)
3	<i>Classification</i>	Group C
4	<i>Pay Band Grade Pay</i>	PB 1 (Rs.5,200 - Rs.20,200) Grade Pay of Rs.2,400
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	30 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Bachelor's degree in any discipline, and</p> <p>(2) Knowledge of Stenography, and with the speed of 80 words/minute in English Shorthand and 40 words/minute in English Typing</p> <p>(3) At least 2 years relevant experience</p> <p>Desirable Qualifications</p> <p>(1) Good communication skill, knowledge of secretarial practices and Hindi Typing</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	Two years
9	<i>Method of Selection</i>	Written Test, Trade Test and Personal Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A3.9 Junior Assistant

1	<i>Name of the Post</i>	Junior Assistant
2	<i>Number of Posts</i>	24 (Twenty Four)
3	<i>Classification</i>	Group C
4	<i>Pay Band Grade Pay</i>	PB 1 (Rs.5,200 - Rs.20,200) Grade Pay of Rs.2,000
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	27 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Bachelor's degree in any discipline (2) At least 2 year relevant experience</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications (2) Experience in handling Establishment, Legal, Purchase, Import, Accounts and Audit matters</p>
8	<i>Period of Probation</i>	Two years
9	<i>Method of Selection</i>	Written Test, Trade Test and Personal Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above</p>

A2.10 Senior Audit Officer

The selections are not open to the *Audit Post*.

A3.11 Audit Officer

1	<i>Name of the Post</i>	Audit Officer
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 - 39,100) Grade Pay of Rs.5,400
5	<i>Mode of Selection</i>	Deputation
6	<i>Age Limit for Direct Selection</i>	45 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	Essential Qualifications (1) Bachelor's degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute (2) Employees serving as Audit Officer in organised Departments of the Central Government for at least 5 years at Grade Pay of Rs.4,800 (3) Should have computer literacy and experience of working with computer office applications (4) Should possess experience in Accounts, Management of Finance, Budgeting, and Audit
8	<i>Period of Probation</i>	Not applicable
9	<i>Method of Selection</i>	Written Test and Personal Interview
10	<i>In case of selection by Deputation and absorption, Grades from which Deputation to be made</i>	Deputation Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory: (1) Holding analogous post on regular basis in the Department (2) Possessing educational qualification and experience as above

A3.12 Assistant Audit Officer

The selections are not open to the *Audit Post*.

A3.13 Assistant Library Information Officer

1	Name of the Post	Assistant Library Information Officer
2	Number of Posts	2 (Two)
3	Classification	Group B
4	Pay Band Grade Pay	PB 2 (Rs.9,300 – Rs.34,800) Grade Pay of Rs.4,600
5	Mode of Selection	50% Direct Selection
6	Age Limit for Direct Selection	35 years
7	Educational and Other Qualifications required for direct recruits	<p>Essential Qualifications</p> <p>(1) Master's Degree in Library Science, Library Information Science or Library Documentation with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in the UGC Regulations</p> <p>(2) At least 5 years experience as Senior Library Information Assistant with Grade Pay Rs.4,200</p> <p>Desirable Qualifications</p> <p>(1) Higher academic qualification and/ or experience</p> <p>(2) Knowledge of Library automation & networking</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p> <p>(4) Evidence of innovative library service and organization of published work and professional commitment, and computerization of library</p>
8	Period of Probation	For Direct Selection : <i>Two years</i> For Promotion : <i>One year</i>
9	Method of Selection	<p>For Internal Candidates</p> <p>As per procedure laid down in <i>Internal Promotion Scheme for Staff Members</i></p> <p>For External Candidates</p> <p>Written Test, Trade Test and Personal Interview</p>
10	In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A3.14 Senior Library Information Assistant

1	<i>Name of the Post</i>	Senior Library Information Assistant
2	<i>Number of Posts</i>	3 (Three)
3	<i>Classification</i>	Group B
4	<i>Pay Band Grade Pay</i>	PB 2 (Rs.9,300 - Rs.34,800) Grade Pay of Rs.4,200
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	32 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	<p>Essential Qualifications</p> <p>(1) Post Graduate Degree in Library Science from a recognized University</p> <p>(2) At least 2 years experience in computerization in a Library of repute</p> <p>Desirable Qualifications</p> <p>(1) Higher academic qualification and/ or experience</p> <p>(2) Knowledge of Library automation & networking</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	Two years
9	<i>Method of Selection</i>	Written Test, Trade Test and Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	<p>Deputation or on Contract basis</p> <p>Officers under the Government of India, Institutes of national importance, University, Institute or Government Laboratory:</p> <p>(1) Holding analogous post on regular basis in the Department</p> <p>(2) Possessing educational qualification and experience as above</p>

A3.15 Other Posts

The selections are not open to the *Manager (Facilities) Post*.

A3.16 Assistant Manager (Facilities)

1	<i>Name of the Post</i>	Assistant Manager (Facilities)
2	<i>Number of Posts</i>	01 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Band</i> <i>Grade Pay</i>	PB 3 (Rs.15,600 – Rs.39,100) Grade Pay of Rs.4,200
5	<i>Mode of Selection</i>	Direct Selection
6	<i>Age Limit for Direct Selection</i>	30 years
7	<i>Educational and Other Qualifications required for direct recruits</i>	Essential Qualifications (1) Bachelor's Degree in any field with First Class, from a recognised University/Institute (2) At least 05 years relevant experience in managing housekeeping, vendors, canteen service, transport, security service, clubs and gymkhana Desirable Qualifications (1) Should have computer literacy and experience of working with computer office applications (2) Masters degree in Human Resource Management (3) Experience of having worked in large hospitals, industrial facilities, clubs, or townships
8	<i>Period of Probation</i>	Two Years
9	<i>Method of Selection</i>	Written Test, and Personal Interview
10	<i>In case of selection by Deputation or absorption and Contract, Grades from which Deputation or Contract to be made</i>	

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Annexure B

Selection Process

This Annexure presents the composition of the various Committees involved in the Process of Selection for Non-Faculty Posts at IIT Jodhpur. .

B1. Structure of Scrutiny Committee

The *Scrutiny Committee* for each post will be constituted by the Director, IIT Jodhpur. The Committee shall consist of at least 3 persons holding a position higher than the post advertised for.

B2. Structure of Selection Committee

The *Selection Committee* for each post will be constituted by the Director, IIT Jodhpur. The Committee shall consist of at least 3 persons (other than Director) holding a position higher than the post advertised for, as defined in Clause 17 of the FIRST *Statutes* of the *Indian Institute of Technology Jodhpur*. The compositions of these Selection Committees for Group A posts shall be as shown in Tables B1 to B2. And, the compositions of the Selection Committees for other posts not covered by Tables B1 and B2, and carrying a pay band with maximum of Grade Pay of Rs.4,800, shall be as shown in Table B3.

In addition to the said compositions in Tables B1 to B3, the Chairman of the Selection Committee may invite an additional expert from approved panels to assist the Selection Committee, who shall not participate in the final recommendation of the Committee.

Further, for the Selection Committee for all other posts not listed in this document, namely *Norms for Selection & Promotion*, the Director may constitute, at his her/his discretion a *Selection Committee*, as may be considered appropriate by her/him.

Table B1: Selection Committee for post of Registrar

1	The Director	Chairman
2	Deputy Director, one of the Deans, or a Professor	Member
3	Two nominees of the Board, one being an expert (but other than a Member of the Board)	Member

Table B2: Selection Committee for posts of Deputy Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Engineers, Medical Officers, and all other Administrative and Technical Posts of Group A

1	The Director, or his Nominee	Chairman
2	Deputy Director, one of the Deans, or Professor, nominated by the Director	Member
3	Two nominees of the Board of Governors	Member
4	Registrar	Member
5	One person from a panel of SC, ST or OBC Category, approved by the Director, who are holding or have held a post higher than the post under consideration	Member

Table B3: Selection Committee for Group B and Group C posts listed in this document, namely *Norms for Selection & Promotion*

S.No.		
1	The Director, or his nominee	Chairman
2	A nominee of the Board of Governors	Member
3	Head of the Department concerned, or Registrar, as the case may be	Member
4	An expert from the Member of the Staff of the Institute, nominated by the Director	Member
4	One person from a panel of SC, ST or OBC Category, approved by the Director, who are holding or have held a post higher than the post under consideration	Member

B3. Structure of Review Committee

The *Review Committee* for each post will be constituted by the Director, IIT Jodhpur. The Committee shall consist of at least 3 persons (other than Director) holding a position higher than the post advertised for. The compositions of these Review Committees for Group A posts shall be as shown in Tables B4 to B5. And, the compositions of the Review Committees for other posts not covered by Tables B4 and B5, and carrying a pay band with maximum of Grade Pay of Rs.4,800, shall be as shown in Table B6.

Table B4: Review Committee for post of Registrar

1	The Director	Chairman
2	Deputy Director, one of the Deans, or a Professor	Member
3	Two nominees of the Board, one being an expert (but other than a Member of the Board)	Member

Table B5: Review Committee for posts of Deputy Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Engineers, Medical Officers, and all other Administrative and Technical Posts of Group A

1	The Director, or his Nominee	Chairman
2	Deputy Director, one of the Deans, or Professor, nominated by the Director	Member
3	Two nominees of the Board of Governors, or from the Panel approved by the Board of Governors	Member
4	Registrar	Member
5	One person from a panel of SC, ST or OBC Category, approved by the Director, who are holding or have held a post higher than the post under consideration	Member

Table B6: Review Committee for posts not covered by Tables B4 and B5, and carrying a pay band with maximum of Grade Pay of Rs.4,800

S.No.		
1	The Director, or his nominee	Chairman
2	One Expert from the Panel approved by the Board of Governors	Member
3	Head of the Department concerned, or Registrar, as the case may be	Member
4	An expert from the Member of the Staff of the Institute, nominated by the Director	Member
4	One person from a panel of SC, ST or OBC Category, approved by the Director, who are holding or have held a post higher than the post under consideration	Member

B4. Structure of Promotion Committee

This shall be as per the procedure laid down in the *Internal Promotion Scheme for Staff Members* approved by the Board of Governors of the Institute.

B5. General Norms

The following shall be applicable with reference to both the *Selection Committees* and *Review Committees*:

- (1) In the case of all other posts, the Director, at his discretion, may constitute such Selection Committees as may be considered appropriate by him.
- (2) In the absence of the Director, any Member of the Staff of the Institute, who is appointed to perform the current duties of the Director, shall be the Chairman of the Selection Committees in the place of the Director.
- (3) In the absence of the Deputy Director, the Director may nominate any Member of the Staff of the Institute to work on the Selection Committees in his place.

- (4) Where a post is to be filled on contract basis or by invitation, the Chairman of the Committee may, at his discretion, constitute such ad-hoc Selection Committees, as circumstances of each case may require.
- (5) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.
- (6) Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons trained under "approved" programs in such manner as it may deem appropriate. The Board will maintain a schedule of such "approved" programs.
- (7) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar or any official authorized by the Director, and all applications received within the date specified in the advertisement shall be considered by the Scrutiny Committee. Provided that the Scrutiny Committee may for sufficient reasons consider any application received after the date so specified.
- (8) The Scrutiny Committee or 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 Scrutiny Committee or 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 Chairman of the Committee cause a written test or tests to be held for all or some of the candidates as the Chairman of the Committee may think fit, and shall make its recommendations to the Board or the Director as the case may be, the names of the selected candidates being arranged in order of merit.
- (9) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any Member or Members of the Selection Committee. Provided that if any meeting of the Selection Committee is found necessary, the Registrar or any official authorize by the Director shall give notice of the meeting to the members of the Committee at least a *fortnight* before the date of the meeting.
- (10) A *Selection Committee*, which is constituted for the purpose of making recommendations for appointment to a post, shall be eligible to exercise its functions in relation to that post until the time the appointment is made.
- (11) No TA reimbursement will be made for persons attending the *Written Test* and *Trade Test*. TA will be reimbursed only to the candidates appearing for the personal interview.

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