

## YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD

### GENERAL RULES, PROMOTION POLICY AND CRITERIA FOR PROMOTION FOR NON-TEACHING/TECHNICAL POSTS AS APPROVED BY THE EXECUTIVE COUNCIL OF YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD IN ITS MEETING HELD ON 07.02.2011

#### General Rules

1. The appointment by promotion shall be made on 'Seniority-cum-Merit' basis. However, the seniority shall not be the sole criteria for promotion. Suitability and efficiency will also be determining factor in the matter of promotion.
2. In the case of appointment by direct recruitment, the condition of division in minimum qualifications and age as prescribed by the University may be relaxable for internal candidates, where the record of service is consistently good and it shall form part of advertisement.
3. In case no suitable candidates within the University are available, the posts shall be filled by open competition through advertisement and the internal candidates could also compete with others.

#### Criteria for Promotion:-

- i) Latest two years consecutive ACR's of the official should be good or above.
- ii) Atleast 70% or more of the ACR's of the official should be good during the last ten years. However, greater weightage shall be given to the reports earned on higher post from which further promotion is being considered.
- iii) At the time of promotion, a report on the work and conduct will be called from the Branch Officers under whom the officer/official is working, which should be good or above.

#### Promotion Policy upto the post of Superintendent:

There shall be 100% promotions on the basis of seniority-cum-merit upto the level of Superintendent.

#### Promotion Policy for the post of Assistant Registrar and Deputy Registrar

The posts of Assistant Registrar and Deputy Registrar shall be filled in as per the roster point method in the following manner :-

- i) By promotion = 75% (roster points 1,2,3,5,6,7 and so on according to sanctioned posts)
- (ii) By direct recruitment = 25% Roster points 4,8, and so on according to sanctioned posts)

#### Internal promotion from Peon/Helper-Attendant to Clerk-cum-Jr Data Entry Operator:

The promotion to the post of Clerk-cum-Jr Data Entry Operator will be under 20% quota from amongst internal staff working as Peon/Helper-Attendant on seniority-cum-merit basis and the minimum qualification will be Matriculate or more.

**YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD**

**GENERAL RULES, PROMOTION POLICY AND CRITERIA FOR PROMOTION  
FOR NON-TEACHING/ TECHNICAL POSTS APPROVED TO YMCA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY.**

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3. At the time of promotion, a report on the work and conduct will be called from the Branch Officers under whom the officer/official is working, which should be good or above.

**YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD**

**PROMOTION RULES FOR MINISTERIAL AND OTHER TECHNICAL POSTS**

Sr.No	POST/DESIGNATION	MINIMUM PRESCRIBED QUALIFICATIONS	
1.		<b>BY DIRECT RECRUITMENT</b>	<b>BY PROMOTION</b>
2.	VICE CHANCELLOR	NA	NA
3.	REGISTRAR	NA	NA
4.	PROFESSOR TRAINING & PLACEMENT	The pay scale & qualification for this post would be as prescribed by the UGC/AICTE, since as per State Govt letter dated 12.9.2003, this post falls under the teaching cadre.	NA
5.	DIRECTOR ( DISTANCE)	YET TO BE PRESCRIBED	NA
6.	CONTROLLER OF EXAMS	<p>1. Master's degree with at least 55% of the Marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least 15 years of experience as lecturer (SR. Scale)/ Lecturer with eight years in reader's grade alongwith experience in education administration.</p> <p align="center">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher Education.</p> <p align="center">OR</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post. The competition authority, if deem fit, may relax the eligibility conditions.</p>	NA



7.	DIRECTOR OF SPORTS	<ol style="list-style-type: none"> <li>1. A first or second Class Master's degree in the Physical Education.</li> <li>2. 10 years Experience of Organizing sports and campus at University or College level.</li> <li>3. Outstanding sportsman with good achievements at least in the National and inter University in recognized games by the University will be given preference. Desirable: NIS Trained.</li> </ol>	NA
8.	DEPUTY DIRECTOR(DE)	<ol style="list-style-type: none"> <li>1. At least 2<sup>nd</sup> class Master's degree.</li> <li>2. 10 years Experience in University/ Institution/State Govt/Research Institution. Desirable: i) Should be able to work on Computer and Internet efficiently. ii) Proficiency in English. Competent authority if deem fit, may relax the eligibility conditions.</li> </ol>	NA
9.	SECY TO VICE CHANCELLOR	YET TO BE PRESCRIBED	NA
10.	DY. REGISTRAR/ COORDINATOR	<ol style="list-style-type: none"> <li>1. Master degree/ LLB with at least 55% marks or its equivalent grade of B in the UGC seven point scale (relax able in division in case of internal candidate where the record of service is consistently good). OR Bachelor of Engineering with 1<sup>st</sup> Division or its equivalent grade.</li> <li>2. Seven years of Experience as regular lecturer in a college or a University with experience in educational administration. OR Comparable</li> </ol>	<ol style="list-style-type: none"> <li>1. Master degree/ LLB</li> <li>2. Ten years of Experience out of which 5 years as Assistant Registrar in a University/ examining body conducting public examination.</li> <li>3. The appointing authority may relax the qualification prescribed wherever considered necessary on the merits of each case.</li> </ol>

		By Direct Recruitment	By Promotion
		experience in Research Establishment and/or other institutions of higher education OR Five years experience as Assistant Registrar or in an equivalent post. 3. Age: Not more than 50 years (relaxable in case of internal candidate)	
11.	DEPUTY REGISTRAR	1. Master degree/ LLB with at least 55% marks or its equivalent grade of B in the UGC seven point scale (relax able in division in case of internal candidate where the record of service is consistently good). OR Bachelor of Engineering with 1 <sup>st</sup> Division or its equivalent grade. 2. Seven years of Experience as regular lecturer in a college or a University with experience in educational administration. OR Comparable experience in Research Establishment and/or other institutions of higher education OR Five years experience as Assistant Registrar or in an equivalent post. 3. Age: Not more than 50 years (relaxable in case of internal candidate)	1. A Master degree/ LLB 2. Ten years of Experience out of which 5years as Assistant Registrar in a University/ examining body conducting public examination. 3. The appointing authority may relax the qualification prescribed wherever considered necessary on the merits of each case.
12.	SYSTEM MANAGER	NA	5 years Experience as Programmer/ System Analyst.
13.	ASSISTANT DIRECTOR	YET TO BE PRESCRIBED	NA
14.	ASSISTANT REGISTRAR	1. Good Academic records plus Master's degree/ LLB with at least 55% marks or its equivalent grade of B in the UGC seven point scale (relax able in division in case of internal candidate where the record of service is consistently good). OR Bachelor of Engineering with 1 <sup>st</sup> Division or its	1. A Bachelor's degree/ LLB 2. Ten years of Experience out of which 5years as Superintendent in a University/ examining body conducting public examination. 3. The appointing authority may

		equivalent grade. 2. Three years of Experience as regular lecturer in a college or a University with experience in educational administration. OR Comparable experience in Research Establishment and/or other institutions of higher education OR Five years experience as Superintendent in a University/ examining body conducting public examination. Age: Not more than 50 years (relaxable in case of internal candidate)	relax the qualification prescribed wherever considered necessary on the merits of each case.
15.	EXECUTIVE ENGINEER	Recognized Degree in Civil Engineering or equivalent. Minimum experience of 10 years against a post not below the rank of an Assistant Engineer.	a) An SDE with 08 years service will be eligible for promotion the post of XEN in his line. b) An SDE with 5 years service in SDEs pay scale will also be eligible for promotion to the post of XEN with stipulation that he will earn the first annual increment after 09 years countable from date of his joining in SDEs pay scale. c) An SDE with 05 years service in the SDE's pay scale possessing M.Tech degree will be eligible for first annual increment in the XEN pay scale after 07 years countable from the date of his joining in the SDEs pay scale.
16.	DOCTOR (MALE)	M.B.B.S OR an equivalent degree from an Indian or Foreign University with at least three years experience of working in a Hospital or in a private nursing home.	NA




17.	DOCTOR (FEMALE)	M.B.B.S OR an equivalent degree from an Indian or Foreign University with at least three years experience of working in a Hospital or in a private nursing home.	NA
18.	SYSTEM ANALYST	YET TO BE PRESCRIBED	NA
19.	SDO (PH)	B.E.(Civil/Electrical)/AMIE with 60% marks (55% in case of SC candidates) with 3 years experience as JE in maintenance and construction of Civil Engineering, Public Health/Electrical Works. OR 3 years Diploma in Civil Engg./Electrical with 8 years experience as J.E. in maintenance and construction of Civil Engineering, Public Health/Electrical Works	B.E.(Civil/Electrical)/AMIE with 3 years experience as JE in maintenance and construction of Civil Engineering, Public Health/Electrical Works. OR 3 years Diploma in Civil Engg./Electrical with 8 years experience as J.E. in maintenance and construction of Civil Engineering, Public Health/Electrical Works
20.	SDO (ELECT)	B.E.(Civil/Electrical)/AMIE with 60% marks (55% in case of SC candidates) with 3 years experience as JE in maintenance and construction of Civil Engineering, Public Health/Electrical Works. OR 3 years Diploma in Civil /Electrical Engg. with 8 years experience as J.E. in maintenance and construction of Civil Engineering, Public Health/Electrical Works	B.E.(Civil/Electrical)/AMIE with 3 years experience as JE in maintenance and construction of Civil Engineering, Public Health/Electrical Works. OR 3 years Diploma in Civil Engg./Electrical with 8 years experience as J.E. in maintenance and construction of Civil Engineering, Public Health/Electrical Works

21.	SDO (CIVIL)	<p>B.E.(Civil/Electrical)/AMIE with 60% marks (55% in case of SC candidates) with 3 years experience as JE in maintenance and construction of Civil Engineering, Public Health/Electrical Works.</p> <p>OR</p> <p>3 years Diploma in Civil Engg./Electrical with 8 years experience as J.E. in maintenance and construction of Civil Engineering, Public Health/Electrical Works</p>	<p>B.E.(Civil/Electrical)/AMIE with 3 years experience as JE in maintenance and construction of Civil Engineering, Public Health/Electrical Works.</p> <p>OR</p> <p>3 years Diploma in Civil Engg./Electrical with 8 years experience as J.E. in maintenance and construction of Civil Engineering, Public Health/Electrical Works</p>
22.	PROGRAMMER	<p>First class BE/B.Tech in any branch of Engineering/Technology with first class ME/M.Tech degree in Computer Sc &amp; Engg. / Computer Engg. /Software Engg. OR</p> <p>First class Master's in Maths/Physics/Electronics/ Computer Science/Statistics with first class ME/M.Tech degree in Computer Sc &amp; Engg. / Computer Engg. /Software Engg.</p> <p>OR</p> <p>First class Master's Degree in Computer Application (MCA).</p> <p>Desirable: Programming, multimedia tools, familiarity with various software packages, work experience in an industry and/or knowledge of Linux/Unix industry certification.</p>	NA
23.	LEGAL ADVISOR (PART TIME)	YET TO BE PRESCRIBED	NA
24.	INFORMATION SCIENTIST	YET TO BE PRESCRIBED	NA

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25.	TRAINING & PLACEMENT OFFICER	1. Postgraduate in Management/Commerce/Allied subjects with atleast 50% marks. 2. Two years Experience in Industry at supervisory level OR Two years experience in handling training and placement matters in management consultancy or management institute. 3. Proficiency in business communication skills in English.	NA
26.	WORKSHOP SUPDT.	The pay scale & qualification for this post would be as prescribed by the UGC/AICTE, since as per State Govt letter dated 12.9.2003, this post falls under the teaching cadre.	NA
27.	ASSTT. DIRECTOR CUM COACH (MALE)	Consistently good Academic record with 55% marks in Masters degree in Physical education (2 yrs course) OR Masters degree in sports (2 yrs course) of NS, NIS, Patiala, NET or any other similar examination accredited by UGC. Specialization: Preference would be given to a candidate who has; Participated in a recognized international/nation level championship and won a medal; Experience of organizing a sports festival/ championship at State/ University/college level.	NA
28.	ASSTT. DIRECTOR CUM COACH (FEMALE)	Consistently good Academic record with 55% marks in Masters degree in Physical Education (2 yrs course) OR Masters degree in sports (2 yrs course) of NS, NIS, Patiala, NET or any other similar examination accredited by UGC.	NA

		<p>Specialization:  Preference would be given to a candidate who has:  Participated in a recognized international/nation level championship and won a medal;  Experience of organizing a sports festival/ championship at State/ University/college level.</p>	
29.	PUBLIC RELATIONS OFFICER	<p>1. Master degree with at least 55% marks (50% in case of SC candidate) in any discipline from recognized University. </p> <p>2. Degree or Diploma in Communications/Public Relation/Journalism.</p> <p>3. At least 3 years experience in a responsible position in information or Public relation department of the State/Central Govt./Public Centre Undertaking/university or some premier research Institute.</p> <p>4. Good command over English &amp; Hindi.  Adequate knowledge of Computer.</p>	NA
30.	SUPERINTENDENT	NA	<p>Bachelor degree with 12 years experience in a University/ Examination Body with at least two year experience as Dy Supdt  OR  Matic/Higher Secondary with 17 years experience in a University/ Examination Body with at least two year experience as Dy Supdt</p> <p>(for promotion to the post of Supdt..  Personal Assistant with 2 years</p>

			regular service having 2 years experience as Assistant independently or in addition to his/her own duties shall be considered. However, their inter-se-seniority shall be reckoned from the date of their entry on the post of Clerk and Steno-typist respectively).
31.	PRIVATE SECRETARY	Graduate with 5 years experience as Personal Assistant.	NA
32.	SR. TECH ASSTT.	YET TO BE PRESCRIBED	NA
33.	JUNIOR PROGRAMMER	B.Tech degree in Computer Sc & Engg. / Computer Engg. / Software Engg. / Information Technology / Electronics & Comm. Engg. OR First class Master's in Computer Application/ Computer Science / Software Engg. Or equivalent. b) Should be familiar with Programming Techniques and code writing commonly used software packages Desirable: Industry qualification	NA
34.	ASSTT TECHNICAL OFFICER	a) Second class Master's degree in Journalism/Mass Communication or equivalent qualification from a recognized University or Institute OR PG Diploma in Journalism/Mass Communication in First division from a recognized University/Institute OR Post Graduate with Diploma/Certificate in	NA

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		<p>Video Production/ Video editing etc. from a recognized Uni/Institute atleast of one years duration</p> <p>b) At least 3 years media experience in some Govt./semi Govt/ Autonomous Organization</p> <p>Desirable:</p> <p>a) Knowledge of Audio/Video Programme production, silk screen printing and black &amp; white photography</p> <p>b) Experience</p> <p>Minimum 6 years after regular appointment as Tech Asstt Gr.I in the unrevised pay scale of Rs.5500-9000.</p> <p>Deptt of Bio-Medical Engineering</p> <p>a) Education qualification</p> <p>B.Tech(Computer science &amp; Engg/Information Tech/Electronics &amp; Comm Engineering)</p> <p>OR</p> <p>MCA/M.Sc (information Tech)/M.Sc. (Computer Science) Ist class</p> <p>Experience :</p> <p>Minimum 6 years after regular appointment as Tech Asstt Gr.I</p>	
35.	PERSONAL ASSISTANT	NA	Graduate with 5 years experience as Stenographer
36.	DEPUTY SUPERINTENDENT	NA	<p>→ Bachelor degree with 10 years experience in a University/ Examination Body with at least five</p>

			<p>year experience as Assistant OR Matric/Higher Secondary with 15 years experience in a University/ Examination Body with at least 10 year experience as Assistant Should be able to work with computer and internet facility</p> <p>*(for promotion to the post of Dy. Supdt., Assistant with 5 years regular service and senior scale stenographer with 5 years regular service out of which two years as Assistant independently or in addition to his/her own duties, shall be considered. However, their inter- se-seniority shall be reckoned from the date of their entry on the post of Clerk and Steno-typist respectively).</p>
37.	X-RAY TECHNICIAN	<p>1. Pass in 10+2 with Science. 2. First class Diploma (2 yrs) in Radiology from any Institution recognized by Govt. of Haryana. 3. Hindi up to Matric. 4. 5 yrs Experience as Radiographer in a hospital of Repute. The competent authority, if deem fit, may relax the eligibility conditions.</p>	NA
38.	TECH. ASSTT. GR-1 (NETWORKING)	YET TO BE PRESCRIBED	NA
39.	TECH. ASSTT. GR-1	YET TO BE PRESCRIBED.	NA

(HARDWARE)			
40.	TECH. ASSTT. GR-I	NA	<p>i) 5 years experience as JLA and to be posted as per their qualification/experience in the line.</p> <p>ii) 5 years experience as Junior Technician Gr.I</p> <p>iii) 5 years experience as storekeeper.</p> <p>For the Deptt of CM &amp; T</p> <p>1. Master's degree in Mass Comm. with 1<sup>st</sup> division</p> <p>2. Two years experience in Electronic media OR Diploma in Radio and TV journalism</p>
41.	RESEARCH CUM STAT. ASSTT.	YET TO BE PRESCRIBED	NA
42.	LAB TECH. INSTRUMENTATION	YET TO BE PRESCRIBED	NA
43.	JE(PH)	Three years Diploma in Civil Engineering from recognized institute and preferably with 3 years experience of public health works in Govt. /Public building.	NA
44.	JE (ELECT)	Three years Diploma in Electrical Engineering from recognized institute and preferably with 3 years experience of public health works in Govt. /Public building.	NA
45.	JE(CIVIL)	Three years Diploma in Civil Engineering from recognized institute and preferably with 3 years experience of Electrical Works in Govt. /Public building.	NA



46.	HEAD DRAFTSMAN	Three years Diploma in Civil Engineering from recognized institute OR draft man Diploma in Civil Engineering and preferably with 5 years experience as a draft man in Govt. /Semi Govt., Work. Deptt. Corporation of the University etc.	NA
47.	DIVISIONAL ACCOUNTANT	1) A Graduate- with atleast 5 years experience of checking & preparation of construction bills, maintenance and preparation of accounts as per PWD rules and pattern. OR A Matriculation with 15 years experience pertaining to accounts of PWD or other Govt. department. 2). Passing SAS Part-I Divisional Accountant Examination/Local Body Accountant grade 'A' Examination with PWD background will be considered as additional qualification.	
48.	ASSISTANT -CUM- DATA ENTRY OPERATOR	NA	i) Bachelor's degree with 5 years of Experience in a recognized University/ recognized Education or Examination board/ national level research Institute/ Govt. office/Public Sector undertaking as Clerk/JDEO OR Matric/Higher Secondary with 10 years experience in a recognized University/ recognized Education or Examination board/ national level research Institute/ Govt. office/Public Sector undertaking as

			<p>Clerk/JDEO</p> <p>ii) Should have passed qualifying course in the use of computers and internet as prescribed by the University. Candidate should be able to work on computer with internet efficiently.</p> <p>(For promotion to the post of Assistant-cum-DEO, Jr.Steno/Stenotypist with 5 years regular service. out of which two years as Clerk/JDEO independently or in addition to his/her own duties shall also be eligible. However, their inter-se-seniority shall be counted from the date of their joining on the post of Clerk-LDEO/Jr.Steno/Stenotypist respectively).</p>
49.	TECHNICAL ASSTT. GR-II	YET TO BE PRESCRIBED	NA
<u>50.</u>	SENIOR SCALE STENOGRAPHER	NA	Junior Scale Stenographer, who has completed the probation period satisfactorily.
51.	SANITARY INSPECTOR	<ol style="list-style-type: none"> <li>1. Matric</li> <li>2. 5 years experience as MPHWM</li> <li>3. Six months promotional training in an Institution approved by Govt.</li> </ol> <p>Desirable: Knowledge of Horticulture Competent authority, if deem fit, may relax the eligibility conditions.</p>	NA

52.	PHARMACIST	<p>Matric with Science  Pharmacist course Diploma from Medical College, Rohtak or any other Institution recognized by Govt. with training injections, dressing ward work in recognized Hospital.  Registered as Pharmacist with Haryana Pharmacist council under section (31) (A) or 31(C) or (31) (A) read with section 31(C) of the Punjab Pharmacy Act, 1948.  Hindi upto Matric Standard.</p>	NA
53.	NURSE	<p>1. Matric  2. Three years Diploma in Staff Nursing from any recognized Institution by Haryana Govt.</p>	NA
54.	LAB TECHNICIAN	<p>For Health Center:-  1. Three years Diploma with at least 60% Marks in Medical Lab Technology(DMLT)  2. Pass in 10+2 with Science.  3. Hindi up to Matric.</p>	<p>Graduate with 5 years experience as Lab Attendant-cum-Cleaner  OR  1+ with years experience as Lab Attendant-cum-Cleaner</p>
55.	JR. TECH. ASSITT.(PHY)	YET TO BE PRESCRIBED	NA
56.	JR. TECH. ASSITT. GR-I	YET TO BE PRESCRIBED	NA
57.	ELECTRICIAN GR-I	NA	5 years experience as Electrician Grade-II
58.	DRAFTMAN	Three years Diploma in Civil Engineering from recognized institute OR Draft man Diploma in Civil Engineering and preferably with 2 years experience in preparation of estimates and tender of buildings.	NA
59.	STORE KEEPER	B.Sc. OR Matric with Science/ General Science 1 <sup>st</sup> Class	NA



		<p>with 3 years experience in the line.</p> <p>OR</p> <p>Matric with Science/ General Science 2<sup>nd</sup> Class with 7 years experience in the line.</p> <p>OR</p> <p>Matric with Science/ General Science 3<sup>rd</sup> Class with 10 years experience in the line.</p>	
60.	<b>WORKSHOP INSTRUCTOR</b>	<ol style="list-style-type: none"> <li>1. Matric or its equivalent.</li> <li>2. National trade Certificate or Industrial Institute certificate or its equivalent in Machinist with at least 60 % marks.</li> <li>3. Hindi up to Matric.</li> <li>4. Craft instructor training course in respective trade or two years practical experience in Diploma/Degree level technical institute approved by AICTE in the trade after attaining the basic qualification.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>1. Matric or its equivalent</li> <li>2. Diploma in Automobile Engg. Or Mechanical Engg. from recognized institute or Polytechnic awarded by State Board Technical Education with atleast 60% marks. Experienced candidate will be given preference.</li> <li>3. Hindi upto Matric standard</li> </ol> <p>The competent authority, if deem fit, may relax the eligibility conditions.</p>	NA

61.	JR SCALE STENOGRAPHER	NA	1. Matric 2 <sup>nd</sup> Division 2. English Shorthand at a speed 100 w.p.m and transcription 20 w.p.m OR Hindi Shorthand at a speed 80 w.p.m and transcription 15 w.p.m 3. 3 years experience as Steno typist.
62.	HOSTEL CARE TAKER	1. Graduate 2. 2 yrs experience of reputed hospitality related workplaces 3. Knowledge of Computer.	NA
63.	DRIVER	Literate Holding driving License and having experience of driving light/heavy vehicle as the case may be for at least for one year.	Promotion from Class-III & IV posts as per Govt Rules.
64.	PLUMBER GT-I	NA	5 years experience as Plumber, Gr.II
65.	JR LECTURE ASSTT.	Master's Degree in Mass Communication with first division 2 yrs professional experience in electronic media. OR Diploma in Radio and TV Journalism.	NA
66.	ELECTRICIAN GR-II	2 yrs Diploma in Electrician from ITI	NA
67.	CARPENTER GR-I	YET TO BE PRESCRIBED	5 yrs experience as Carpenter GR-II
68.	CAMERAMAN-CUM-STUDIO ATTD.	1. 10 <sup>th</sup> pass 2. 5 years experience of handling audio visual equipment or camera.  Desirable: Knowledge of handling audio visual equipment or camera in the University/educational institution. The competent authority, if deem fit, may relax the eligibility condition.	

69.	CLERK-CUM TELEPHONE OPT.	YET TO BE PRESCRIBED	NA
70.	SUB DIVISIONAL CLERK	YET TO BE PRESCRIBED	NA
71.	CLERK- CUM -JDEO	<p>i) Matric 1<sup>st</sup> division OR Higher Secondary 2<sup>nd</sup> Division OR Intermediate 2<sup>nd</sup> division OR 10+2 2<sup>nd</sup> Division OR Graduate.</p> <p>ii) The candidate will have to qualify the written test of Matric Standard as prescribed by the competent authority.</p> <p>iii) The candidate will have to qualify the type-test at the speed of 30 w.p.m. in English OR 25 wpm in Hindi.</p> <p>iv) The candidate should be able to work on computers and with internet and do data entry efficiently.</p> <p>v) Selected candidates will have to pass qualifying course in the use of computers and internet as prescribed by the University within a year from the date of joining the university service failing which he will not earn annual increment.</p>	<p>For promotion from amongst internal staff working as Daftri &amp; Peon or H/A on seniority cum merit basis and the minimum qualification is Matriculate or above.</p> <p>Promoted candidate will have to pass qualifying course in the use of computers and internet as prescribed by the University within a year from the date of joining the University failing which he/she will not earn annual increment.</p>
72.	STENO TYPIST	<p>i) Matric 1<sup>st</sup> division or Higher Secondary 2<sup>nd</sup> Division or 10+2 2<sup>nd</sup> Division or Graduate</p> <p>ii) English Shorthand at a speed 80 w.p.m and transcription 15 w.p.m or Hindi Shorthand at a speed 64 w.p.m and transcription 11 w.p.m</p> <p>iii) Word processing speed of 8000 keys per hour.</p> <p>iv) Candidate should be able to work on computer with Internet efficiently.</p> <p>v) Selected candidates will have to pass qualifying course in the use of computers and internet as prescribed by the University within a year from the</p>	NA



		date of joining the university service failing which he will not earn annual increment.	
73.	WORK INSPECTOR	YET TO BE PRESCRIBED	NA
74.	PLUMBER GR-II	Matric with ITI diploma in Plumber Trade. However, it will not be applicable to the existing incumbent.	NA
75.	LIBRARY ATTD. CUM RESTORER	Matric with 2 <sup>nd</sup> division	NA
76.	LADY ATTENDANT	YET TO BE PRESCRIBED	NA
77.	LAB. ATTD. CUM CLEANER	Matric with Science 1 <sup>st</sup> division or 10+2 with Science in 2nd Division. Desirable: Familiarity with Laboratory working conditions, various components/accessories used in laboratories.	NA
78.	DAFTRI	Middle relaxable in suitable case.	NA
79.	CARPENTER GR-II	Matric with ITI diploma in Plumber Trade. However, it will not be applicable to the existing incumbent	NA
80.	HEAD JAMADAR	NA	<ol style="list-style-type: none"> <li>1. literate</li> <li>2. well versed in discharging duty as head sweeper</li> <li>3. The post will be filled from amongst sweeper on seniority-cum-merit basis with 5 years as sweeper</li> <li>4. Head sweeper will also perform the duty of sweeper in addition to his/her duties as Head</li> </ol>

			Sweeper
81.	HEAD CHOWKIDAR	NA	5 Years experience as Security Guard. Also can compete in 20% promotional quota alongwith eligible categories of Class-III & IV
82.	COOK	i) Literate ii) One year Experience of cooking in a officer Mess or Hotel of repute. iii) Having Pleasing manners	NA
83.	HEAD MALI	NA	1. literate 2. well versed in discharging duty as head Mali 3. The post will be filled from amongst malies on seniority-cum-merit basis with 5 years as Mali 4. Head Mali will also perform the duty of sweeper in addition to his/her duties as Head Mali
84.	SWEEPER	Literate Well versed in the work of sweeping & cleaning.	NA
85.	ANIMAL ATTENDENT	8 <sup>th</sup> pass with 2 years experience in handling laboratory animals The competent authority, if deem fit, may relax the eligibility conditions.	NA
86.	SECURITY GUARD	Middle pass Should be conversant with the work of watch & ward.	NA

87.	PEON	Middle pass	NA
88.	MALI	1. literate 2. Should know the work of Mali	NA
89.	WAITER CUM CLEANER	1. literate 2. One year Experience in officer Mess or Hotel of repute. 3. Able to cook meals in time of emergency.	NA
90.	GROUNDS MAN	YET TO BE PRESCRIBED	NA
91.	STUDENT ASSISTANT	YET TO BE PRESCRIBED	NA



8-23

**YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD**

**PROPOSED PROMOTION RULES AND CRITERIA FOR PROMOTION OF TECHNICAL SUPPORTING (WORKSHOP) POSTS AS TO BE PLACED BEFORE THE EXECUTIVE COUNCIL OF YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD IN ITS MEETING SCHEDULED TO BE HELD ON 28.02.2013**

**General Rules**

1. The appointment by promotion shall be made on 'Seniority-cum-Merit' basis provided the concerned staff member fulfills the prescribed qualification and experience. However, the seniority shall not be the sole criteria for promotion. Suitability and efficiency will also be determining factors in the matter of promotion.
2. In case no suitable candidates within the University are available, the posts shall be filled by open competition through advertisement.

**Criteria for Promotion:-**

- i) Latest two years consecutive ACR's of the official should be good or above.
- ii) Atleast 70% or more of the ACR's of the official should be good during the last ten years. However, greater weightage shall be given to the reports earned on higher post from which further promotion is being considered.
- iii) At the time of promotion, a report on the work and conduct will be called from the concerned Chairman-Department/Head of Section under whom the officer/official is working, which should be good or above

**Promotion Policy upto the post of Head of Section (Workshop):**

The posts of Instructor, Sr. Instructor and Head of Section (Workshop) shall be filled in as per the roster point method in the following manner :-

- i) By promotion = 50%(roster points 1,3 and so on according to sanctioned posts)
- (ii) By direct recruitment= 50% (Roster points 2,4, and so on according to sanctioned posts)
- (iii) Inter workshop eligibility for promotion to the above posts as per Note (i) above will be decided by a committee detailed by the University and headed by the Chairperson of the concerned department.



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Ref. no. 601/R-3/06/1213

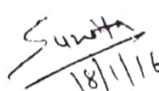
Date: 18.01.2016

## Sub: CTI diploma as eligible qualification

The Executive Council in its meeting on 07.01.2016 has approved that CTI with ten years experience in the relevant discipline at the level of Instructor may be considered for promotion from the level of Instructor to Senior - Instructor level.

  
Dy. Registrar (E)

cc   
18/01/16

Workshop Supdt. 

18/1/16

**YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD**

**PROPOSED PROMOTION RULES FOR THE TECHNICAL SUPPORTING (WORKSHOP) POSTS**

Sr.No	POST/DESIGNATION	MINIMUM PRESCRIBED QUALIFICATIONS/EXPERIENCE	
		BY DIRECT RECRUITMENT	BY PROMOTION
1.	Head of Section	<p>First Class(or 60% marks if class/division, not defined) BE/B.Tech Degree in the relevant field of Engg/Tech or equivalent with 3 years post qualification relevant experience in manufacturing in a reputed Industry/well established Workshop; or training/teaching in a recognized University/ Engineering College/Polytechnic.</p> <p>OR</p> <p>A First Class Diploma from a recognized Institute in relevant field of Engineering/ Tech. with 8 years post qualification relevant experience in manufacturing in a reputed Industry/well established Workshop or training/teaching in a recognized University/Engineering College/ Polytechnic.</p>	<p>BE/B.Tech Degree in the relevant field of Engg/Tech or equivalent with 3 years experience as Sr Instructor in the relevant field/workshop/lab of the University</p> <p>OR</p> <p>Diploma from a recognized Institute in relevant field of Engg/ Tech with 8 years experience as Sr.Instructor in the relevant field/workshop/lab of the University</p>
2.	Sr.Instructor	<p>First Class(or 60% marks if class/division, not defined) BE/B.Tech Degree in the relevant field of Engg/Tech or equivalent with 2 years post qualification relevant experience in manufacturing in a reputed Industry/well</p>	<p>BE/B.Tech Degree in the relevant field of Engg/Tech or equivalent with 2 years experience as Instructor in the relevant field/workshop/lab of the University</p> <p>OR</p>



		<p>established Workshop; or training/teaching in a recognized University/Engineering College/ Polytechnic.</p> <p><b>OR</b></p> <p>A First Class Diploma from a recognized Institute in the relevant field of Engg/Tech. with 7 years post qualification relevant experience in manufacturing in a reputed Industry/well established Workshop or training/teaching in a recognized University/ Engineering College/Polytechnic.</p>	<p>Diploma from a recognized Institute in the relevant field of Engg/ Tech with 7 years experience as Instructor in the relevant field/workshop/lab of the University</p>
3.	Instructor	<p>A First Class Diploma from a recognized Institute in the relevant field of Engg /Tech. with 4 years post qualification relevant experience in manufacturing in a reputed Industry/well established Workshop or training/teaching in a recognized University/ Engineering College/Polytechnic</p> <p><b>OR</b></p> <p>National Trade Certificate in the relevant Trade from NCVT with 01 year CTI in the relevant field and 7 years relevant experience manufacturing in a reputed Industry/well established Workshop or training/teaching in a recognized University/Engineering College/Polytechnic.</p> <p><b>Desirable:</b> First Class BE/B.Tech or equivalent Degree in the relevant field from a recognized Institute.</p>	<p>Diploma from a recognized institute in the relevant field of Engg./Tech. with 4 years experience as Technician in the relevant field/workshop/lab of the University.</p> <p><b>OR</b></p> <p>National Trade Certificate in the relevant Trade from NCVT with 01 year CTI in the relevant field and 7 years experience as Technician in the relevant field/workshop/ lab of the University.</p>

4.	Technician	<p>A First Class Diploma from a recognized Institute in the relevant field of Engg. /Tech. with 3 years post qualification relevant experience in manufacturing in a reputed Industry/well established Workshop or training/teaching in a recognized University/ Engineering College/Polytechnic</p> <p>OR</p> <p>National Trade Certificate in the relevant field from NCVT with 01 year CTI in the relevant field and 5 years relevant experience manufacturing in a reputed industry/well established Workshop or training/teaching in a recognized University/Engineering College/Polytechnic.</p>	Not Applicable
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Ref. No. Estb/39<sup>th</sup>EC/2021/2260



Date: Apr 12, 2021

**Sub: Correction in the eligibility conditions for the post of Workshop Technician**

The Executive Council of the University in its 39<sup>th</sup> meeting held on Mar 31, 2021 has considered the following agenda item on the subject as follows:

"Item No.EC/39/22: To note the correction in the qualification for the post of Workshop Technician

It is brought to the notice that while placing the qualification for the post of Workshop Technician before the Council in its meeting held on 27.03.2018, it was placed as follows:

*"A first class diploma from a recognized Institute in **Electronics/Elec Inst & control Engg./ECE** with 3 years' post qualification relevant experience OR National Trade Certificate in **Electronics/Elec Inst & control Engg./ECE** or equivalent from NCVT with one year CTI in relevant field with 5 years experience"*

It is submitted that inadvertently the qualification was mentioned in **Electronics/Elec Inst & control Engg./ECE**, which is applicable for the post of Workshop Technician in Electronics related workshop and not for other workshop such as Machine Shop, RAC, Welding etc. It should have been placed as follows:

*"A first class-diploma from a recognized Institute in **relevant branch of Engg. & Tech.** with 3 years' post qualification relevant experience OR National Trade Certificate in **relevant branch** or equivalent from NCVT with 1 year CTI in relevant field with 5 years experience"*

The Council noted the correction.

- Dy. Registrar (Estb.)

*[Signature]*  
12/4/2021  
REGISTRAR  
14/4/21



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Ref. No. Estb/36<sup>th</sup>EC/485



Date: Jan 28, 2020

**Sub: Addendum to the Promotion Policy**

The Executive Council in its 36<sup>th</sup> meeting held on Jan 27, 2020 has considered the following agenda item:

"Item No.EC/36/15: To consider and approve the inclusion of provision in promotion policy for promotion of Lab Assistant to the post of Lab Technician

The Council considered and approved to fill the posts of Lab Technician through promotion and include the following provision in promotion policy for promotion of Lab Assistants to the post of Lab Technician:

Post	Eligibility through Promotion
Lab Technician	5 years of experience as Lab Assistant in this University

Accordingly, above provision is hereby added to the existing Promotion Policy

  
REGISTRAR

- Deputy Registrar (Estb)

Copy to:

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Ref. No. Estb/EC 34/2188

Date: June 27, 2019

**Sub: Amendment in the Promotion Policy of Workshop staff**

The Executive Council of the University has considered the following agenda item on the subject in its 34<sup>th</sup> meeting held on June 21, 2019:

*Item No.EC/34/16: To consider and approve the amendment in promotion policy for Workshop/Technical staff of the University.*

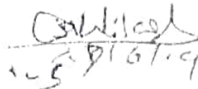
The Council considered and approved to fill up 75% of the posts of Instructor, Sr. Instructor & Head of Section (HOS) through promotion & 25% through direct recruitment.

  
Dy. Registrar (Estb)

- All Concerned

Copy to:

- PA to VC/Registrar: for information

  
25/6/19





# YMCA University of Science & Technology (2.2)

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Ref: Estb/ 1168

Date: 12.01.2016

## Sub: Amendment in Promotion Policy for non teaching staff


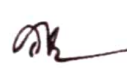
The Executive Council in its 18<sup>th</sup> meeting held on 07.01.2016 has approved the following amendment in promotion policy for non teaching staff:

- Change of nomenclature of the posts of DEO, Office Assistant, Clerk cum DEO etc to a uniform nomenclature of Clerk.
- Up gradation of minimum educational qualifications for the post of Clerk, Steno-Typist, Jr Steno & Sr Steno from matriculation to 10+2 Level.
- Introduction of State Eligibility Test in computer Appreciation and Application as part of service requirement for Clerk, Steno-Typist, Jr Steno & Sr Steno

  
Dy Registrar

For REGISTRAR

Copy to:

- PA to VC- for kind information  12.01.16
- All chairpersons / Branch-Incharges / CHW / Library / TPO / COE } with a request to circulate among all concerned 



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GOLDEN JUBILEE YEAR  
(1969-2019)

Ref. No. Estb/R-3/5/4099

Date: Jan 14, 2019

**Sub: Amendment in Recruitment Rules**

As approved by the Executive Council in its 32<sup>nd</sup> meeting held on Jan 12, 2019, the qualifications for the non-teaching posts have been amended as follows:

a) For the post of Clerk:

Existing Qualification	Amended Qualification
Graduate with minimum 60% marks at Matric or 50% marks at 10+2 level	Bachelor degree from a recognized University OR Diploma in Modern office Practices from a recognized University/Board

b) For the post of Jr. Scale Stenographer:

Existing Qualification	Amended Qualification
Graduate with at least 60% marks at Matric or 50% marks at 10+2	Graduate with minimum 50% marks

c) For the post of Deputy Registrar (Training & Placement):

Existing Qualification	Approved Qualification
Not yet specified for Training & Placement Department/Branch	<p>i) Master Degree/ Diploma in Management (preferable in Human Resource) with at least second division or its equivalent grade &amp;</p> <p>ii) Nine years of experience as Assistant Professor in the AGP of Rs 6000 and above with experience in Human Resource/ Training &amp; Placement</p> <p>OR</p> <p>Comparable experience in University/Higher Educational Institute/ Govt./PSU/ Industry with experience in Human Resource/Training &amp; Placement activities OR</p> <p>Five years as Assistant Registrar or in an equivalent post with experience in Human Resource/Training &amp; Placement activities</p> <p>Desirable:</p> <p>i) Proficiency in man-management with excellent interpersonal skills, Industry Interface and an effective leader with high degree of personal drive &amp; entrepreneurial spirit.</p> <p>ii) Similar experience in any Technical University</p>

All other eligibility conditions will remain same. Further, the Council has approved to consider age relaxation as per State Govt. rules.

Copy to:

- All Concerned
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Dy. Registrar (Estb)

*[Signature]*  
14/1/19

**MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
CONSIDERING THE MATTER REGARDING SEPERATION OF THE CADRE OF  
MINISTERIAL AND SECRETARIAL STAFF FOR PROMOTION**

A meeting of the committee held on 23.03.2016 in the University and following members attended this meeting:

- |   |          |
|---|----------|
| 1. Prof. Raj kumar, Dean (HAS)                | Convener |
| 2. Dr. Om Parkash Dhaka, Former DR, GJU Hisar | Member   |
| 3. Sh. Madan Gopal, DR, MDU- Rohtak           | Member   |

After having gone through the documents provided by the University, the Committee observed the followings:

- a) The Kurukshetra University has bifurcated the Ministerial and Secretarial cadre for promotion as approved by the Executive Council Resolution No.46 dated 04.06.2001 in compliance of the State Govt. Instruction vide Memo No. 297/G, 18/12-98-UNP (1) dated 03.08.2000 issued from Higher Education Department.
- b) The CCS HAU, Hisar has also stated vide Memo Admin E-2/2014/3811 dated 17.05.2014 that there are two separate cadres Ministerial and Stenographic for promotion.
- c) The GJU, Hisar also stated vide Endst No. ENT/2015/1400 dated 13.03.2015 that there are two separate cadres (Ministerial and Secretarial) for promotion.
- d) The MDU, Rohtak vide its E.C. Resolution No. 77 dated 03.08.2015 (247<sup>th</sup> meeting) has also approved the separation of Ministerial and Secretarial cadre for promotion.

After detailed discussion on the State Govt. Instruction vide Memo No. 297/G, 18/12-98-UNP (1) dated 03.08.2000 issued from Higher Education Department and the facts contained in the documents of other State Govt. Universities mentioned above, the committee recommends that there should be separate cadre for Ministerial and Secretarial Staff for promotion with immediate effect as follows:-

Clerk --->	Assistant --->	Dy. Supdt. --->	Supdt. --->	Assistant Registrar
	Dy. Registrar	(Ministerial Cadre)		
Steno Typist --->	Ir. Scale Steno --->	Sr. Scale Steno --->	Personal Assistant	
	Private Secretary	(Secretarial Cadre)		

(Sh. Madan Gopal)

(Sh. O P Dhaka)





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Ref: Estb/EC-28/516

Date: 24.07.2018

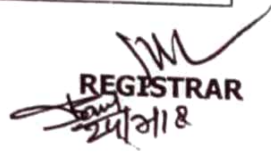
Sub: Amendment in the promotional rules for the post of Deputy Superintendent/ Superintendent.

On the recommendations of the Committee constituted to examine the promotional rules for the post of Deputy Superintendent, the Executive Council of the University in its 28<sup>th</sup> meeting held on 20.07.2018 has approved the following amendments in the promotional rules of the University:

Post	Existing rules	Amended rules
Deputy Superintendent	Bachelor degree with 10 years experience in a University/ Examination Body with at least five years experience as Assistant OR Matric /Higher Secondary with 15 years experience in a University/ Examination Body with at least 10 years experience as Assistant should be able to work with computer and internet facility.	Bachelor degree with 05 years regular service as Assistant.
Superintendent	Bachelor degree with 12 years experience in a University/ Examination Body with at least two years experience as Dy. Supdt OR Matric /Higher Secondary with 17 years experience in a University/ Examination Body with at least 2 years experience as Dy. Supdt.	Bachelor degree with 02 years experience as Deputy Superintendent.

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REGISTRAR  
24/7/18



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Ref: Estb/EC-27/64

Date: 18.05.2018  
21

Sub: Qualifications for the post of Librarian & Controller of Finance

The Executive Council of the University in its 27<sup>th</sup> meeting held on 17.05.2018 has considered and approved the recommended qualifications for the post of Librarian & Controller of Finance, as follows:

## For the post of Librarian

- 1) Master Degree In Library Science/Information Science/ 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 these regulations.
- 2) At least thirteen years as a Deputy Librarian In a University Library or Eighteen years experience as a College Librarian
- 3) Evidence of innovative Library service and organization of published work.
- 4) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in applicable UGC Regulations.
- 5) Desirable: M.Phil/Ph.D degree In Library Science/Information Science/ Documentation /Achieves and Manuscript keeping.

## For the post of COF

Qualification: Chartered Accountant (C.A) or ICW/A or M.Com

Experience: At least 15 years of experience in Finance related areas such as Accounting/Auditing/Budgeting/Taxation etc In University/Govt./Public Sector Undertakings/Autonomous Organizations

Desirable: i) Having passed SAS exam (Haryana State) preferably with papers of Acts of legislature & Statutory Rules, with at least 8 years of post SAS experience  
ii) Additional Qualifications such as C.F.A/M.B.A (Finance)/C.S. etc

Age: \ Below 55 years

  
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Date: 18.05.2018

Ref: Estb/58/EC-27

Sub: Amendment in the service rules.

The Executive Council of the University in its 27<sup>th</sup> meeting held on 17.05.2018 has approved to implement the probation period of one year for all the employees, on the pattern of other State Govt. Universities- MDU- Rohtak, KU- Kurukshetra, GJU-Hisar, CBLU-Bhiwani & CDLU-Sirsa.

  
REGISTRAR

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No. 601/EC-48/25/403

Date: 13/01/2025

**Sub: Amendment in the promotional rules for the post of Deputy Registrar**

On the recommendations of the Committee constituted to review the existing promotion rules of the non-teaching staff members of the University, the Executive Council of the University in its 48<sup>th</sup> meeting held on 10.10.2023 has approved the following amendments in the promotional rules for the post of Deputy Registrar:

Post	Existing rules	Amended rules
Deputy Registrar	A Master degree/ LLB with ten years of experience out of which 5 years as Assistant Registrar in a University/ examining body conducting public examination.	A Master degree/ LLB with 5 years of experience as Assistant Registrar in this University

*[Signature]*  
REGISTRAR 13/01/25

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- PS to VC: for kind information of Vice Chancellor
- Web Administrator: for uploading on the University website