

## Recruitment Rules for Non-teaching & Technical Posts

(As updated/amended/modified up to 26.03.2018)

a) Non-teaching posts-

1.

1	Name of the Post	<b>Registrar</b>
2	Number of Posts	01
3	Classification	A
4	Scale of Pay	FPL-19
5	Mode of Recruitment /Age limit	To be appointed by the Chancellor on the advice of State Govt. on such terms & conditions as may be specified.

2

<b>1</b>	<b>Name of the Post</b>	<b>Controller of Examinations</b>
<b>2</b>	<b>Number of Posts</b>	<b>01</b>
<b>3</b>	<b>Classification</b>	<b>A</b>
<b>4</b>	<b>Scale of Pay</b>	<b>FPL-19</b>
<b>5</b>	<b>Mode of Recruitment</b>	<b>Direct/ Deputation</b>
<b>6</b>	<b>Age limit for direct recruits</b>	<b>55 years</b>
<b>7</b>	<b>Educational and other qualification required for direct recruits</b>	Master's degree with at least 55% of the Marks or its equivalent grade of B in the seven point scale with At least 15 years of experience as Assistant Professor in AGP of 7000 and above or with 8 years of service in the AGP of 8000 and above including as Associate Professor along with experience in education administration or Comparable experience in research establishment and/or other institution of higher education or 15 years of administrative experience of which 8 shall be as Deputy Registrar or an equivalent post
<b>8</b>	<b>Period of probation if any</b>	<b>2 Years</b>
<b>9</b>	<b>In case of recruitment by deputation</b>	Appointment on deputation basis may be considered as per State Govt. norms

3.

1	Name of the Post	<b>Deputy Registrar</b>
2	Number of Posts	03
3	Classification	A
4	Scale of Pay	FPL-12
5	Mode of Recruitment	75% By Promotion & 25% Direct Recruitment ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )

6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Master degree/LLB with at least 55%marks or its equivalent grade of B in the UGC seven point scale with Nine years of experience as Assistant Professor in the AGP of Rs 6000 and above with experience in educational administration. or Comparable experience in research establishment and/or other Institution of higher education. or Five years experience as Assistant Registrar or in an equivalent post.
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/deputation	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. <i>(The Appointing authority may relax the qualification prescribed wherever considered necessary on the merits of each case.)</i> Appointment on deputation basis may be considered as per State Govt. norms

4.

1	Name of the Post	<b>Workshop Superintendent</b>
2	Number of Posts	01
3	Classification	A
4	Scale of Pay	FPL-12
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>"Ph.D. in Mechanical Engineering with specialization in Manufacturing/Production Engineering with minimum five years of work experience in the Manufacturing/Production related field. or M.Tech in Mechanical Engineering with specialization in Manufacturing/Production Engineering with minimum seven years of post M.Tech work experience in the Manufacturing/Production related field.</p> <p><b>Desirable:</b> Experience of developing a modern state-of-art workshop in a reputed Institution, Knowledge with exposure to latest trends in manufacturing processes and machines, cutting tools and dies, CNC machines, Manufacturing system, unconventional machines and processes, plastic parts manufacturing, different types of control, Electrical &amp; Electronic repair shop etc."</p>

8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

5.

1	Name of the Post	<b>System Manager</b>
2	Number of Posts	01
3	Classification	A
4	Scale of Pay	FPL-12
5	Mode of Recruitment	100% promotion ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational/other qualification for direct recruits	Yet to be prescribed
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/deputation	B.E/B.Tech degree in Computer Engineering/Information Technology or MCA with 5 years as System Analyst cum Programmer. Appointment on deputation basis may be considered as per State Govt. norms

6.

1	Name of the Post	<b>Executive Engineer-Civil</b>
2	Number of Posts	01
3	Classification	A
4	Scale of Pay	FPL-11
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	B.E/B. Tech or its equivalent in Civil Engg with minimum 50% marks with At least 10 years of experience in related field. or An officer holding the post of Assistant Executive Engg in the pay band of Rs. 15600-39100+5400 GP with 5 years regular services in this grade and possessing B.E/B. Tech or its equivalent in Civil Engg. or An Officer holding the post of Assistant Engg in the pay band of Rs.9300-34800+5400 GP with 8 years regular services in this grade and possessing B.E/B. Tech or its equivalent in Civil Engg.
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	An SDE with 8 year service will be eligible for promotion this post in his line. An SDE with 5 Year service will also be eligible for promotion with stipulation that he will earn the first

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		annual increment after 9 years (7 years in case of M.Tech) countable from date of his joining in SDE pay scale. Appointment on deputation basis may be considered as per State Govt. norms
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7.

1	Name of the Post	<b>Assistant Librarian</b>
2	Number of Posts	01
3	Classification	A
4	Scale of Pay	FPL-11
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. (However, candidate, who are or have been awarded Ph.D. degree in accordance with the "UGC (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET)
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

8.

1	Name of the Post	<b>Assistant Registrar</b>
2	Number of Posts	02
3	Classification	B
4	Scale of Pay	FPL-10
5	Mode of Recruitment	75% By Promotion & 25% Direct Recruitment ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	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 or B.E/B.Tech with 1 <sup>st</sup> Division or its equivalent grade.

		<p>Five years of Experience as Assistant Professor in a college or a University with experience in educational administration. or Comparable experience in Research Establishment and/or Institutions of higher education. or Five years experience as Superintendent in a University/ examining body conducting public examination</p>
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	<p>A Bachelor's degree/ LLB with ten years of Experience out of which 5 years as Superintendent in a University/ examining body conducting public examination.</p> <p><i>(The appointing authority may relax the qualification prescribed wherever considered necessary on the merits of each case.)</i></p> <p>Appointment on deputation basis may be considered as per State Govt. norms</p>

9.

1	Name of the Post	<b>Sub Division Engineer-Civil</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-9
5	Mode of Recruitment	100% Promotion ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	B.E. ( Civil/ Electrical) 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
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	B.E. Civil/Electrical 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 Engg, Public Health/Electrical Works  Appointment on deputation basis may be considered as per State Govt. norms

10.

1	Name of the Post	<b>Public Relation Officer</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL- 09
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>1. Master degree with at least 55% marks (50% in case of SC candidate) in any discipline from recognized University. Or  Degree or Diploma in Communication/Public Relations/Journalism.</p> <p>2. At least 3 years experience in a responsible post in information or Public relation department of the State/Central Govt./ Public Sector Undertaking/ University or some premier research Institute in case of degree/diploma holder.</p> <p>Adequate knowledge of Computer with good command over English &amp; Hindi.</p>
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

11.

1	Name of the Post	<b>Medical Officer</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-10
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	MBBS or an equivalent degree from an Indian or recognized foreign University with at least 3 years experience of working in a Govt. Hospital or in a private of repute.
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

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1	Name of the Post	<b>System Analyst cum Programmer</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-9
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	First Class B.E/ B. Tech degree in Computer Engineering/ Information Technology or MCA with 2 years relevant experience in the area of Relational Data Base Management System, Programming in a reputed Industry/ well established Workshop.
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

13.

1	Name of the Post	<b>Accountant</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	
5	Educational/other qualification and age limit	To be deputed by Finance Department, Haryana
6	Period of probation if any	NA

14.

1	Name of the Post	<b>Assistant Law Officer</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Degree in Law with at least 55% of marks from a recognized University/Institution with two years experience in Legal Procedures and Court matters.
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

15.

1	Name of the Post	<b>Superintendent</b>
2	Number of Posts	02
3	Classification	B
4	Scale of Pay	FPL-7
5	Mode of Recruitment	100% Promotion <i>(In case there is no candidate eligible for promotion then the post may be filled through direct recruitment)</i>
6	Age limit for direct recruits	42 years
7	Educational / other qualification required for direct recruits	Not yet prescribed
8	Period of probation, if any	2 Years
9	In case of recruitment by promotion/ deputation	Bachelor degree with 12 years experience in University/ Examination Body with at least two years experience as Deputy Superintendent Or Higher Secondary with 17 years experience in a University/ Examination Body with at least two year experience as Deputy Superintendent Appointment on deputation basis may be considered as per State Govt. norms

16.

1	Name of the Post	<b>Nurse</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	B. Sc Nursing from a recognized Institute. Three years Diploma in Staff Nursing from any Institution recognized by the Haryana Govt. 2 Years experience in a Govt. Hospital or private nursing home of repute.
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

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17.

1	Name of the Post	<b>Private Secretary to VC</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Promotion ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Graduate with minimum 60% marks and minimum 5 years experience as Personal Assistant English shorthand at a speed of 120 w.p.m. and transcription of 25 w.p.m.
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	At least five years of experience as Personal Assistant Appointment on deputation basis may be considered as per State Govt. norms

18.

1	Name of the Post	<b>Deputy Superintendent</b>
2	Number of Posts	04
3	Classification	B
4	Scale of Pay	FPL-6
5	Mode of Recruitment	100% Promotion ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational and other qualification for direct recruits	Not yet prescribed
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	Bachelor degree with 10 years experience in a University/Examination body with at least five years experience as Assistant Or 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 Appointment on deputation basis may be considered as per State Govt. norms

19.

1	Name of the Post	<b>Personal Assistant</b>
2	Number of Posts	03

3	Classification	B
4	Scale of Pay	FPL-6
5	Mode of Recruitment	100% Promotion ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational and other qualification for direct recruits	Graduate with 5 years experience as Sr. Stenographer.
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	Graduate with 5 years experience as Sr. Stenographer. Appointment on deputation basis may be considered as per State Govt. norms.

20.

1	Name of the Post	<b>Junior Engineering (Civil)</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	3 years Diploma in Civil Engineering and preferably with 3 years experience as J.E in maintenance & construction of Civil works in Govt./Public Buildings
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

21.

1	Name of the Post	<b>Junior Engineering (Electrical)</b>
2	Number of Posts	01
3	Classification	B
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	3 yrs Diploma in Electrical Engineering from recognized institute and preferable with 3 years experience of Public health Works in Govt./Public building
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

22.

1	Name of the Post	<b>Assistant</b>
2	Number of Posts	11
3	Classification	C
4	Scale of Pay	FPL-6
5	Mode of Recruitment	100% Promotion ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Bachelor's degree with minimum 50% marks and 5 years of experience in a recognized University/recognized Education of Examination board/national level research institution/Govt. office/Public Sector undertaking as Clerk Typist/Jr. Data Entry Operator. Candidate should have proficiency in the use of Computer & Internet.
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	Bachelor's Degree with 5 years of experience as Clerk/JDEO OR Higher Secondary with 10 years experience as Clerk/JDEO. Appointment on deputation basis may be considered as per State Govt. norms.

23.

1	Name of the Post	<b>Sr. Steno</b>
2	Number of Posts	05
3	Classification	C
4	Scale of Pay	FPL-6
5	Mode of Recruitment	100% Promotion ( <i>In case there is no candidate eligible for promotion then the post may be filled as direct recruitment</i> )
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Higher Secondary Second division OR Graduate. English shorthand @ speed of 100 w.p.m. and transcription @ 20 w.p.m and Word processing speed of 8000 keys/hours. Three years experience as Steno. The Candidate should be able to work efficiently on computers with internet.
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	Jr. Scale Stenographer, who has completed the probation period satisfactory. Appointment on deputation basis may be considered as per State Govt. norms.

24.

1	Name of the Post	<b>Jr. Steno</b>
2	Number of Posts	02
3	Classification	C
4	Scale of Pay	FPL-4
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification for direct recruits	Graduate with at least 60% marks at Matric or 50% marks at 10+2 English shorthand at a speed of 80 w.p.m. and transcription of 20 w.p.m. World processing speed of 8000 keys/hours or more Ability to work on computer with internet efficiently
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

25.

1	Name of the Post	<b>Cashier</b>
2	Number of Posts	01
3	Classification	C
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification for direct recruits	B.Com with minimum 50% marks Five years experience as Clerk/Typist Need to qualify the skill test as prescribed by the Competent Authority.
8	Period of probation if any	2 Years
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms

26.

1	Name of the post	<b>Clerk</b>
2	Number of posts	20
3	Classification	C
4	Scale of pay	FPL-2
5	Mode of Recruitment	20% Promotion & 80% Direct Recruitment ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )

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6	Age limit for direct recruits	42 Years
7	Educational and other qualification for direct recruits	Graduate with minimum 60% marks at matric or 50% marks at 10+2 level The Candidate will have to qualify the tests as prescribed by the competent authority including proficiency in computer application & appreciation, typing (with a speed of minimum 30wpm in English) etc
8	Period of probation, If any	2 Years
9	In case of recruitment by promotion	For promotion from amongst internal staff working as Peon or H/A on seniority cum merit basis and the minimum qualification is Higher Secondary or above. Such candidate will have to qualify test in use of computers and internet as prescribed by the University within a year failing which he/she will not earn annual increment.

27.

1	Name of the post	<b>Electrician Grade-II</b>
2	Number of posts	4
3	Classification	C
4	Scale of pay	FPL-4
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification for direct recruits	Matric or its equivalent & Institutional Trade Certificate from ITI in Electrician Trade with 2 years experience as Electrician in Govt./Semi-Govt. offices/Industry. OR National trade certificate in the Electrical trade with three years experience in the same trade in Govt./ Semi Govt. Office/Industry
8	Period of probation, If any	2 Years

28.

1	Name of the post	<b>Driver</b>
2	Number of posts	2
3	Classification	C
4	Scale of pay	FPL-4
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification for direct recruits	Matric, Holding valid driving License and having experience of driving light/heavy vehicle as the case may be for at least for one year.
8	Period of probation, If any	2 Years

29.

1	Name of the post	<b>Matron</b>
2	Number of posts	1
3	Classification	C
4	Scale of pay	FPL-2
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification for direct recruits	Graduate from a recognized University with two years experience of working in a girl's hostel.
8	Period of probation, If any	2 Years

30.

1	Name of the post	<b>Store Keeper</b>
2	Number of posts	1
3	Classification	C
4	Scale of pay	FPL-2
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification for direct recruits	B.Sc. or 10+2 with Science in 1st Division with 3 years experience in the relevant field.
8	Period of probation, If any	2 Years

31.

1	Name of the post	<b>Carpenter</b>
2	Number of posts	1
3	Classification	C
4	Scale of pay	FPL-2
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification required for direct recruits	Matric with ITI Diploma in Carpentry Trade form a recognized Industrial training Institute with 2 years experience in a reputed Institute/ Industry.
8	Period of probation, If any	2 Years

32.

1	Name of the post	<b>Library Counter Clerk</b>
2	Number of posts	3
3	Classification	C
4	Scale of pay	FPL-2
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years

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7	Educational and other qualification required for direct recruits	Graduate with certificate in Library Science from a recognized institute OR Matric with Diploma in Library Science from Board or University or equivalent OR Matric with certificate in Library Science and 5 years experience in reputed Library. Should have good knowledge of working on computer.
8	Period of probation, If any	2 Years

33.

1	Name of the post	<b>Lineman</b>
2	Number of posts	1
3	Classification	C
4	Scale of pay	FPL-4
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification for direct recruits	3 years Diploma in Electrical Engg. OR Institutional Trade Certificate from ITI in wireman Trade, 2 years experience as Lineman in Govt. or Semi Govt. offices or industry.
8	Period of probation, If any	2 Years

34.

1	Name of the post	<b>Plumber Grade-II</b>
2	Number of posts	1
3	Classification	C
4	Scale of pay	FPL-4
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification required for direct recruits	Matric or its equivalent. Institutional Trade Certificate from ITI in plumber Trade 2 years experience as plumber in Govt. or Semi-Govt. offices or industry.
8	Period of probation, If any	2 Years

35.

1	Name of the post	<b>Generator Operator</b>
2	Number of posts	1
3	Classification	C
4	Scale of pay	FPL-2
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Years
7	Educational and other qualification required for direct recruits	Institutional Trade Certificate from ITI in Electrical Trade 2 years experience as Electrician or operation of Generator set in Govt. or Semi-Govt. offices or industry.
8	Period of probation, If any	2 Years

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36.

1	Name of the post	<b>Library Attendant Cum Restorer</b>
2	Number of posts	1
3	Classification	C
4	Scale of pay	FPL-2
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Year
7	Educational qualification required for direct recruits	10+2 or equivalent with 1st Division from recognized Board/Institution and Certificate Course in Library Science.
8	Period of probation. If any	2 Years

37.

1	Name of the post	<b>Peon/ Helper-Attendant</b>
2	Number of posts	11
3	Classification	D
4	Scale of pay	FPL-DL
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 Years
7	Educational and other qualification	Matric Pass
8	Period of probation. If any	2 Years

38.

1	Name of the Post	<b>Dispenser</b>
2	Number of Posts	01
3	Classification	C
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification for direct recruits	
8	Period of probation if any	2 Years

39.

1	Name of the Post	<b>Sr. Store Keeper</b>
2	Number of Posts	01
3	Classification	C
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Not yet prescribed
8	Period of probation if any	2 Years
9	In case of recruitment by promotion/ deputation	Appointment on deputation basis may be considered as per State Govt. norms

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40.

1	Name of the Post	<b>Male Dispensary Attendant</b>
2	Number of Posts	01
3	Classification	C
4	Scale of Pay	FPL-DL
5	Mode of Recruitment	Direct/ Deputation
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Yet to be prescribed
8	Period of probation if any	2 Years

b) Technical/Workshop Posts

41.

Head of Section	
1	Name of the Post
2	Number of Posts
3	Classification
4	Scale of Pay
5	Mode of Recruitment 50% Promotion & 50% Direct recruitment ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits
7	Educational and other qualification required for direct recruits First Class (60% marks if class/division, not defined) BE/B.Tech degree in the relevant field of Engg/Tech or equivalent with 3 year post qualification relevant experience in Manufacturing in a reputed industry/well established Workshop or training/teaching in recognized University/Engineering College/Polytechnic. OR A First Class diploma from a recognized Institute in relevant field of Engg/Tech or equivalent with 8 year post qualification relevant experience in Manufacturing in a reputed industry/well established Workshop or training/teaching in recognized University/Engineering College/Polytechnic.
8	Period of probation, if any
9	In case of recruitment by promotion 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. OR 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.

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Sr. Instructor	
1	Name of the Post
2	Number of Posts
3	Classification
4	Scale of Pay
5	Mode of Recruitment 50% Promotion Roster & 50% Direct recruitment ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
6	Age limit for direct recruits 42 years
7	Educational and other qualification required for direct recruits First Class (60% marks if class/division, not defined) B.E/B.Tech degree in Electrical Engg. or equivalent with 2 year post qualification relevant experience in manufacturing in a reputed Industry/Well established Workshop; training/teaching in a recognized University/Engineering College/Polytechnic.  OR  A first class Diploma from a recognized Institute in Electrical Engg with 7 year post qualification relevant experience in manufacturing in a repute Industry/Well established Workshop or training/teaching in a recognized University/Engineering College/Polytechnic.
8	Period of probation, if any 2 Years
9	In case of recruitment by promotion 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. OR  Diploma from a recognized Institute in relevant field of Engg./Tech with 7 years experience as Instructor in the relevant field/Workshop/lab of the University. OR  CTI with 10 years experience as Instructor in the relevant field/workshop/lab of the University.

<b>1</b>	Name of the Post	<b>Instructor</b>
<b>2</b>	Number of Posts	16
<b>3</b>	Classification	C
<b>4</b>	Scale of Pay	FPL-6
<b>5</b>	Mode of Recruitment	50% Promotion & 50% Direct recruitment ( <i>In case there is no candidate eligible for promotion then the post may be filled through direct recruitment</i> )
<b>6</b>	Age limit for direct recruits	42 years
<b>7</b>	Educational and other qualification required for direct recruits	A First Class diploma from a recognized Institute in Electronics/Elect. Inst & Control Engg./ECE with 4 year post qualification relevant experience in manufacturing Industry/well established Workshop or training/teaching in a

		recognized University/Engineering/Polytechnic Institutes. OR National Trade Certificate in Electronics/Elect. Inst. & control Engg./ECE or equivalent from NCVT with 01 year CTI in the relevant field and 7 years relevant experience in manufacturing/Maintenance/networking. Industry/well established Workshop or training/teaching in a recognized University/Engg/Polytechnic Institute.
8	Period of probation, if any	2 Years
9	In case of recruitment by promotion	Diploma from a recognized Institute in relevant field of Engg./Tech with 4 years experience as Technician in the relevant field/Workshop/lab of the University. OR National Trade Certificate in the relevant Trade from NCVT with 01 year CTI in the relevant field and 7 years experience as Sr. Instructor in the relevant field/Workshop/lab of the University.

44.

1	Name of the Post	<b>Technician</b>
2	Number of Posts	08
3	Classification	C
4	Scale of Pay	FPL-6
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	A First Class diploma from a recognized Institute in Electronics/ Elect. Inst & Control Engg./ECE with 3 years' post qualification relevant experience in manufacturing Industry/ well established Workshop or training/ teaching in a recognized University/ Engineering/ Polytechnic Institutes. OR National Trade Certificate in Electronics/Elect. Inst. & control Engg/ ECE or equivalent from NCVT with 01 year CTI in the relevant field and 5 years relevant experience in Manufacturing/ Maintenance/ Networking. Industry/ well established Workshop or training/ teaching in a recognized University/ Engg/ Polytechnic Institute.
8	Period of probation, if any	2 Years

45.

1	Name of the post	<b>Lab Assistant</b>
2	Number of posts	2
3	Classification	C
4	Scale of pay	FPL-2

5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 Year
7	Educational and other qualification for direct recruits	B.Sc / 3 Years Diploma in Engineering/Technology
8	Period of probation, If any	2 Years

*Note:*

1. For all above post, Hindi or Sanskrit up to Matric level is required.
2. The above rules along with selection criteria of non teaching posts have been placed before the Executive Council of the University in its 26<sup>th</sup> meeting held on 27.03.2018, as updated/ amended/ modified up to 26.03.2018 and accordingly approved by the Council.

*[Signature]* *27/3/18* *[Signature]* *27/3/18*

Registrar  
YMCA University of Science &  
Technology, Faridabad



# J. C. Bose University of Science and Technology, YMCA, Faridabad

(formerly YMCA University of Science and Technology)

Accredited 'A+' Grade by NAAC

A State Govt. University established wide State Legislative Act. No. 21 of 2009

SECTOR-6, FARIDABAD, HARYANA-121006

web: [www.jcboseust.ac.in](http://www.jcboseust.ac.in)

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

  
Registrar  
13/01/25

Copy to:

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

**Selection/Shortlisting Criteria of Non-teaching Posts:**

(Being put up before the Executive Council in its meeting to be held on 27.03.2018)

Criteria of Shortlisting /Selection of Applicants for post of Deputy/Assistant Registrar

10th	5	12th/ Diploma	5	UG	10	PG	10	Written test (30)	(20) Skill of use of ICT-Test	(20) Interview	Total
No marks up to 60% and half mark for each 3% thereafter subjected to Maximum 5)	No marks up to 60% and half mark for each 3% thereafter subjected to Maximum 5)	No marks up to 60% and one mark for each 3% thereafter subjected to Maximum 10)	No marks up to 60% and one mark for each 3% thereafter subjected to Maximum 10)								100
Marks (%)	Score	Marks (%)	Score	Marks (%)	Score	Marks (%)	Score				

Criteria of Shortlisting /Selection of Applicants for post of System Analyst cum Programmer

Weight-age for Academic merit, experience, written test, skill test & interview etc.							
10 <sup>th</sup>	12 <sup>th</sup> / ITI Certificate/ Diploma	UG or equivalent (MCA)	Experience	Written Test	Skill Test	Interview	Total
10 (5 Marks for 60% and Half mark for each 3% above 60% subject to maximum of 10)	10 (5 Marks for 60% and Half mark for each 3% above 60% subject to maximum of 10)	20 (5 Marks for 60% and One & Half mark for each 3% above 60% subject to maximum of 20)	05 (One mark for each year of experience above the minimum prescribed experience for each post subject to maximum of 5)	15	20	20	100

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Selection Criteria for the posts of PS to VC/Assistant/Jr. Steno/Clerk/Library Counter Clerk/ Lab Assistant (Group C/D on the pattern of the State Govt.):

Weight-age for written test, Eligibility test in Computer Application & Socio- Economic criteria and experience				
Tests (90)	Socio- Economic criteria			Experience
Written Test/ Skill test/ typing test etc	05 (If no person from among the applicant's father, mother, spouse, brothers and sons is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India)	05 (If the applicant is a widow OR if the applicant is the first or the second child and his father had died before attaining the age of 42 years OR the applicant is the first or second child and his father had died before the applicant had attained the age of 15 yrs)	05 (If the applicant belongs to such a de-notified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Schedule Caste nor a Backward Class)	05 (Half mark for each year or part thereof exceeding six months of experience, out of a maximum of 10 years, on the same or a higher post in any department/ board/ corporation/ company/ statutory body/ commission/ authority of Government of Haryana. No marks will be awarded for any period less than six months)
Max Marks- 10 (no applicant shall be given more than 10 marks under any circumstances)				

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YMCA University of Science & Technology, Faridabad

Criteria of Shortlisting/Selection of Applicants for the post of Controller of Examinations:

Weight-age for academic merit, experience, domain knowledge & Interview etc							
10th	12th	Graduation	Post Graduation	Experience	Domain Knowledge	Interview	Total
10	10	10	10	20	20	20	100
No marks up to 55% and one mark for each 3% thereafter subject to Maximum 10	No marks up to 55% and one mark for each 3% thereafter subject to Maximum 10	No marks up to 55% and one mark for each 3% thereafter subject to Maximum 10	No marks up to 55% and one mark for each 3% thereafter subject to Maximum 10	No mark for minimum required exp and thereafter 4 marks for each year of relevant exp subject to Max 20	To be assessed through a presentation/ Lecture		

Criteria of Shortlisting /Selection of Applicants for post of Medical Officer:

10th	10	12th/ Diploma	10	MBBS or equiv	20	Score	Domain Knowledge (40)	Interview	Total
5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and one & a half mark for each 3% thereafter subjected to Maximum 20)	Out of 40					20	100
Marks (%)	Score	Marks (%)	Score	Marks (%)	Score				

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Criteria of Shortlisting /Selection of Applicants for post of Workshop Supdtt:

Weight-age for academic merit, experience, Domain knowledge & Interview etc											
10th	Marks	12th/Diploma	Marks	UG	Marks	PG	Marks	Experience Marks	Written Test	Interview	Total
No marks for 60% and half mark for each 3% thereafter subject to Max of 10		No marks for 60% and half mark for each 3% thereafter subject to Max of 10		No marks for 60% and half mark for each 3% thereafter subject to Max of 10		No marks for 60% and half mark for each 3% thereafter subject to Max of 10		No Mark for min required & 1 mark for each year thereafter subject to max. 5	35	20	100

Criteria of Shortlisting /Selection of Applicants for post of Public Relation Officer:

Weight-age for academic merit, experience & Interview etc							
10th	12th	Graduation	Post Graduation	Degree/ Diploma in Journalism/ Comm/PR	Experience	Interview	Total
10	10	10	15	15	10	30	100
5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and one mark for each 3% thereafter subjected to Maximum 15)	5 marks for 60% and one mark for each 3% thereafter subjected to Maximum 15)	One mark for each year above the minimum prescribed subjected to Maximum 10		

Criteria of Shortlisting /Selection of Applicants for post of Assistant Law Officer:

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YMCA University of Science & Technology, Faridabad

Weight-age for academic merit, experience & Interview etc						
10th	12th	Degree in Law	Higher Qualification	Experience	Interview	Total
10	10	20	15	15	30	100
5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and one and a half mark for each 3% thereafter subjected to Maximum 20)	5 marks for 60% and one mark for each 3% thereafter subjected to Maximum 15)	One & a half mark for each year above the minimum prescribed subjected to Maximum 15		

Criteria of Shortlisting /Selection of Applicants for post of Executive Engineer:

Weight-age for academic merit, experience & Interview etc						
10th	12th	Diploma/Degree in Engg (relevant branch)	Higher Qualification	Experience	Interview	Total
10	10	20	15	15	30	100
5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and half mark for each 3% thereafter subjected to Maximum 10)	5 marks for 60% and one and a half mark for each 3% thereafter subjected to Maximum 20)	5 marks for 60% and one mark for each 3% thereafter subjected to Maximum 15)	One & a half mark for each year above the minimum prescribed subjected to Maximum 15		

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