Government of India

Ministry of Education

Department of Higher Education

Uniform Recruitment Rules-2025 for the Non-Teaching positions In Schools of Planning and Architecture (SPAs).

INDEX

SI. No.	RRs for the Posts	Page No.
1.	General Guidelines	1-2
2.	Names of the sanctioned positions, Pay Levels and new nomenclature for each sanctioned posts for SPAs.	4-5
3.	Cadre wise classification of Common RRs for Non-Teaching Positions for SPAs.	6-7
4.	Registrar	8-9
5.	Deputy Registrar	10-12
6.	Assistant Registrar	13-15
7.	Section Officer	16-17
8.	Senior Assistant	18-19
9.	Assistant-I	20-21
10.	Assistant-II	22-23
11.	Junior Assistant	24
12.	MTS	25
13.	Private Secretary	26-27
14.	Personal Assistant	28-29
15.	Stenographer	30-31
16.	Deputy Librarian	32-33
17.	Library Information Officer	34-35
18.	Senior Library Information Officer	36-37
19.	Library & Information Assistant	38-39
20.	Junior Library & Information Assistant	40
21.	Technical Officer	41-42
22.	System Administrator	43-44
23.	Superintendent Technical	45-46
24.	Assistant Superintendent Technical-I	47-48
25.	Assistant Superintendent Technical-II	49-50
26.	Junior Superintendent Technical	51-52
27.	Technician	53-54
28.	Jr. Technician (Electric/Civil/Mechanical/IT)	55-56
29.	Lab Attendant	57
30.	Assistant Engineer (Civil/Electric)	58-59

31.	Junior Engineer (Civil/Electric)	60
32.	Student Activity & Sports Officer	61-62
33.	Student Activity & Sports Assistant	63-64
34.	Estate Cum Security Officer	65-66
35.	Estate Cum Security Supervisor	67-68
36.	Medical Officer	69-70
37.	Nursing Assistant	71
38.	Hindi Translator	72-73
39.	Hindi Assistant	74-75
40.	Driver	76

GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
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Recruitment Rules for the Non – Teaching posts in School of Planning and Architecture (SPAs).

1. **Short title and commencement**: These rules may be called the SPAs Non-Teaching Recruitment Rules, 2025 (RRs). These shall come into force from the date of their adoption by the Board of Governors of the concerned Institute and shall apply prospectively. The officer/staff holding the respective post on regular basis, shall be deemed to have been appointed on the said post.

2. **Definitions**: In these rules, unless the context otherwise requires;

   (i) "Act" means School of Planning and Architecture (SPA) Act, 2014.
   (ii) "Statutes" means the First Statutes of the SPAs and the Statutes subsequently framed by the respective SPA or framed by the Ministry of Education.
   (iii) "Service Rules" means Service Rules as prescribed under SPA Act and Statutes.
   (iv) "Council" means the School of Planning and Architecture (SPA) Council as constituted under Section 33 of the School of Planning and Architecture (SPA) Act, 2014

3. **Method of Recruitment and other matters**: The method of recruitment, financial upgradation and other matter relating to the post of non-teaching shall be specified in the SPAs Non-Teaching Recruitment Rules 2025 (attached). Any amendment to these RRs shall be done only by the SPA Council as per Section 35(2)(d) of the Act. However, where it is not expedient to convene a meeting of the Council, the Member Secretary may, with the approval of the Chairperson of the Council, circulate the proposed amendment(s) in RRs, as are considered necessary, among the Members so as to obtain their comments to enable the Chairperson of the Council to take decision thereon and such matter shall be reported to the Council in its next meeting.

4. **Saving**: Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules shall also not affect the recruitments already made; but any appointment or promotion made subsequent to the approval / adoption of these Recruitment Rules will be governed by these RRs.

5. **One time measures / relaxations**: Those employees, who are working on ad-hoc /temporary / contractual / outsource basis, in SPAs, may be given one-time age relaxation to participate in the first regular recruitment process after these RRs come into force, for the post for which they fulfil all other conditions mentioned in the RRs. The quantum of age relaxation may be decided by the Board of Governors of the respective SPA. The relaxation in upper age limit shall be clearly brought out in advertisement for the relevant post. This one-time age relaxation shall have no validity and shall stand exhausted for all posts (whether or not advertised for the first recruitment

process after the RRs come into force) after the first recruitment process.

6. **General Guidelines:** (i) For officers/staff cadres, wherever the mode of recruitment is through promotion as well as direct recruitment and number of position are less than 04, minimum number of positions to be earmarked for promotion will be 01 In other words, the posts should be filled as follows:

If no. of sanctioned posts are	Then distribution of posts would be as
1	1: Promotion
2	1: Promotion 1: Direct Recruitment
3	1: Promotion 2: Direct Recruitment

(ii) Incumbent who are working on the posts which are presently having higher pay scales may be allowed to continue on the same pay scale, so that they may not be put in a disadvantageous position.

(iii) No interviews may be conducted in junior level posts upto Group 'B' (Non-Gazetted) irrespective of mode of appointment i.e promotion, deputation, direct recruitment etc. (As per DoPT guidelines issued vide O.M. No. 39020/02/2016-Estt.(B) dated 13.04.2017). Merit for direct recruitment/selection of these junior level posts shall be drawn based on written test.

(iv) Any prescribed skill test or physical test shall be of a qualifying nature only. No marks shall be awarded for such tests and they shall not be included to determine merit. The number of candidates called for appearing in the qualifying skill test/physical test shall be the same as the number of available positions to be filled who shall be called in the order of merit drawn based on written test. If any post remains vacant due to a candidate not qualifying the skill test/physical test or for any other reason, the candidate next in merit will be called for the qualifying test.

(v) For every written examination or skill/physical test, the Institute must appoint an external observer with expertise in recruitment process. The observer shall be appointed only with prior approval of the Board of Governors.

(vi) Where interview is part of the recruitment/selection process, the number of candidates to be called for interview with respect to the number of posts advertised shall be in the ratio of 5:1.

7. **Other conditions of service**: The other conditions of service of the non-teaching officials for which no specific provisions have been made in these rules shall be regulated in accordance with such rules as are, from time to time, applicable as per the First Statutes of the SPAs and the subsequent amendments. For matters not covered by the Statutes, the corresponding Central Government Rules shall be applicable.

8. These rules are bare minimum and the Board of Governors can, however, fix benchmarks higher than the prescribed with the prior approval of the Council of SPAs.

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Recruitment Rules 2025 for the Non-Teaching positions in Schools of Planning and Architecture (SPAs).

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Names of the sanctioned positions, Pay Levels and new nomenclature approved for each sanctioned posts for SPAs.

SI. No.	Post / Designation	Approved common nomenclature	Recommended Pay Level.
1.	Registrar	**Registrar**	Pay Level-14, GP- 10,000/-
2.	Deputy Registrar	**Deputy Registrar**	Pay 12, GP- 7,600/-
3.	Assistant Registrar	**Assistant Registrar**	Pay Level-10, GP- 5,400/-
4.	Section Officer	**Section Officer**	Pay Level-7, GP- 4,600/-
5.	Senior Assistant Mess Manager Multi Skill Assistant Accountant Jr. Superintendent	**Senior Assistant**	Pay Level-6, GP- 4,200/-
6.	Assistant/Assistant(Technical)	**Assistant-I**	Pay Level-5, GP-2800/-
7.	Assistant	**Assistant-II**	Pay Level 4, GP- 2,400/-
8.	Junior Assistant Caretaker Clerk cum telephone Operator Hindi Typist	**Jr. Assistant**	Pay Level 3, GP- 2,000/-
9.	MTS	**MTS**	Pay Level 1, GP- 1,800/-
10	Private Secretary Sr. Personal Assistant	**Private Secretary**	Pay Level 7, GP- 4,600/-
11	Personal Assistant	**Personal Assistant**	Pay Level 6, GP- 4,200/-
12	Stenographer	**Stenographer**	Pay Level 4, GP- 2,400/-
13	Deputy Librarian	**Deputy Librarian**	Pay Level -12, GP-7,600/-
14	Assistant Librarian Library Information Officer Librarian	**Library Information Officer**	Pay Level 10 GP - 5,400/-
15	Senior Library Information Assistant Technical Assistant Documentation	**Senior Library Information Assistant**	Pay Level 6, GP- 4,200/-
16	Library & Information Assistant	**Library & Information Assistant**	Pay Level 4, GP- 2,400/-
17	Junior Library & Information Assistant Library Assistant	**Junior Library & Information Assistant**	Pay Level 3, GP- 2,000/-
18	Technical Officer (Lab) Technical Officer	**Technical Officer**	Pay Level 10, GP- 5,400/-
19	System Administrator	**System Administrator**	Pay Level 10, GP- 5,400/-
	Senior Technical Assistant	**Superintendent Technical**	Pay Level 7,

20	Workshop Superintendent		GP- 4,600/-
	Instructor AV		
	JSA		
	Graphic Designer		
21	Technical Assistant	**Assistant Superintendent Technical- I**	Pay Level 6, GP- 4,200/-
	Audio Visual Assistant		
	Assistant Photographer		
	Jr. Superintendent (Tech)		
	Graphic Assistant		
	Workshop Supervisor		
22	Assistant (Technical)	**Assistant Superintendent Technical- II**	Pay Level 5, GP-2800/-
23	Senior Electrician	**Junior Superintendent Technical**	Pay Level-4, GP-2400/-
	Workshop Studio Assistant		
24	Communication System Operator	**Technician**	Pay Level-3, GP-2000/-
	Technical Assistant		
25	Mechanic	**Jr. Technician (Electric/Civil/Mechanical/IT)**	Pay Level-2, GP-1900/-
	Carpenter		
	Care Taker		
	Electrician		
	Lab Mechanic		
	Jr. Technical Assistant		
	Electric Plumer		
	Technical Assistant Ferro Printing		
26	Lab Attendant	**Lab Attendant**	Pay Level-1, GP-1800/-
27	Assistant Engineer	**Assistant Engineer (Civil/Electrical)**	Pay Level 7, GP- 4,600/-
28	Junior Engineer	**Junior Engineer (Civil/Electrical)**	Pay Level 6, GP- 4,200/-
29	Sports Officer	**Students Activity & Sports Officer**	Pay Level 10, GP- 5,400/-
30	Assistant Sports Officer	**Students Activity & Sports Assistant**	Pay Level 6, GP-4200/-
31	Estate cum Security Officer	**Estate cum Security Officer**	Pay Level 8, GP- 4,800/-
32	Estate cum Security Supervisor	**Estate cum Security Supervisor**	Pay Level 4, GP- 2,400/-
33	Medical Officer	**Medical Officer**	Pay Level 10, GP- 5,400/-
34	Nursing Assistant	**Nursing Assistant**	Pay Level 6, GP- 4,200/-
35	Hindi Translator	**Hindi Translator**	Pay Level 6, GP- 4,200/-
36	Hindi Assistant	**Hindi Assistant**	Pay Level 5, GP- 2,800/-
37	Driver	**Driver**	Pay Level 2, GP- 1,900/-

Cadre wise classification of Common RRs forNon-Teaching Positions for SPAs.

Sr. No.	Name of the Post	Group	Pay Level
	Registry Cadre		
1.	Registrar	A	14
2.	Dy. Registrar	A	12
3.	Assistant Registrar	A	10
	Ministerial Posts		
4.	Section Officer	B	7
5	Senior Assistant (the post in the nomenclature of Senior Assistant, Mess Manager, Multi Skill Assistant/Accountant/Jr. Superintendent in pay level–6 sanctioned to SPAs shall be re-designated as Senior Assistant)	B	6
6.	Assistant-I	B	5
7.	Assistant-II	B	4
8.	Junior Assistant (the post in the nomenclature of Junior Assistant/Caretaker/Clerk cum telephone Operator/Hindi Typist in pay level–3 sanctioned to SPAs shall be re-designated as Junior Assistant)	C	3
9.	MTS	C	1
10.	Private Secretary (the post in the nomenclature of Private Secretary/Sr. Personal Assistant in pay level–7 sanctioned to SPAs shall be re-designated as Private Secretary)	B	7
11.	Personal Assistant	B	6
12	Stenographer	C	4
	Librarian Cadre		
13.	Deputy Librarian	A	12
14.	Library Information Officer (the post in the nomenclature of Assistant Librarian/ Library Information Officer/Librarian in pay level–10 sanctioned to SPAs shall be re-designated as Library Information Officer)	A	10
15.	Senior Library Information Assistant (the post in the nomenclature of Sr. Library Information Assistant/Technical Assistant Documentation in pay level–6 sanctioned to SPAs shall be re-designated as Senior Library Information Assistant)	B	6
16.	Library Information Assistant	C	4
17.	Junior Library & Information Assistant (the post in the nomenclature of Junior Library & Information Assistant/Library Assistant in pay level–3 sanctioned to SPAs shall be re-designated as Junior Library & Information Assistant)	C	3
	Technical Cadre Posts		
18.	Technical Officer	A	10
19.	System Administrator	A	10
20.	Superintendent Technical	B	7

	(the post in the nomenclature of Senior Technical Assistant/Workshop Superintendent/Instructor AV/JSA/Graphic Designer in pay level–7 sanctioned to SPAs shall be re-designated as Superintendent Technical)		
21.	Assistant Superintendent Technical-I (the post in the nomenclature of Technical Assistant, Audio Visual Assistant /Assistant Photographer /Jr. Superintendent (Tech) /Graphic Assistant /Workshop Supervisor in pay level–6 sanctioned to SPAs shall be re-designated as Assistant Superintendent Technical-I)	B	6
22.	Assistant Superintendent Technical-II	C	5
23.	Junior Superintendent Technical (the post in the nomenclature of Senior Electrician/Worship Studio Assistant in pay level–4 sanctioned to SPAs shall be re-designated as Junior Superintendent Technical)	C	4
24.	Technician (the post in the nomenclature of Communication System Operator/Technical Assistant in pay level–3 sanctioned to SPAs shall be re-designated as Technician)	C	3
25.	Jr. Technician (Electric/Civil/Mechanical/IT) (the post in the nomenclature of Mechanic/Carpenter/Care taker/Electrician/Lab Mechanic / Jr. Technical Assistant / Electric Plumer/Technical Assistant Ferro Printing in pay level–2 sanctioned to SPAs shall be re-designated as Jr. Technician (Electric/Civil/Mechanical/IT))	C	2
26.	Lab Attendant.	C	1
	Engineering (Civil/Electrical) Cadre Posts		
27.	Assistant Engineer (Civil/Electrical)	B	7
28.	Junior Engineer (Civil/Electrical)	B	6
	Sports and Physical Education Cadre Posts		
29.	Students Activity & Sports Officer	A	10
30.	Students Activity & Sports Assistant	B	6
	Security Officer Cadre Posts		
31.	Estate Cum Security Officer	B	8
32.	Estate cum Security Supervisor	C	4
	Medical Cadre Posts		
33.	Medical Officer	A	10
34.	Nursing Assistant	B	6
	Official Language Cadre Posts		
35.	Hindi Translator	B	6
36.	Hindi Assistant	C	5
	Others		
37.	Driver	C	2

1 – Recruitment Rules (2025) for the post of REGISTRAR in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Registrar**
2.	Number of Post(s)	01
3.	Classification	Group– A
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-14 (GP of Rs. 10,000/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 56 years.
7.	Educational and other qualifications required for direct recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of Recruitmentwhether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	**Deputation (including Short Term Contract)** for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	**<u>Deputation (including Short Term Contract),</u>** Employees under the Central/State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:- **(a)** (i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) Atleast 15 years' experience as Assistant Professor in GP of 7000/- and above or with 8 years of service in GP of 8000/-and above including as Associate Professor along with 3 year experience in educational administration, or (iii) Comparable experience in research establishment and /or other institutions of higher education, or

		(iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in Pay Level 12 (GP of Rs.7600/-) or above. AND **(b)** possessing Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute. **<u>The Following may be desirable:</u>** (i) Qualification in area of Management/Engineering/Law. (ii) Experience in computerized administration/legal/financial/establishment matters.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

2. Recruitment Rules (2025) for the post of DEPUTY REGISTRAR in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Deputy Registrar**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group–A
4.	Scale of Pay (Grade Pay,Band Pay)	Pay Level-12(GP of Rs.7600/-). After five years of service as Deputy Registrar in Pay Level 12 (Grade Pay of Rs.7600/-) the incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in Pay Level-13 (Grade Pay of Rs.8700/-) and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post ornon-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years.
7.	Educational and other qualifications required for direct recruitment.	**Essential:** (i) Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA /UGC point scale with good academic record from a recognized University/Institute. (ii) Five years of experience as Assistant Registrar or in equivalent post in Pay level 10 (GP of Rs.5400/-) and above. **Desirable:** i) Qualification in area of Management/Engineering/Law. ii) A Chartered or Cost Accountant for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit). iii) Experience of working in E-Office system.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	**Age bar:** Not applicable **Educational qualification:** No, but must possess at least Master's degree in any discipline or its equivalent from a recognized University/ Institute
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes.

10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	25% by direct recruitment, failing which by deputation (including short term contract). 75% by promotion failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	**Promotion:** Assistant Registrar with regular service of at least 10 years, with at least 5 years regular service in Pay Level 11 as Assistant Registrar (Grade Pay of Rs.6600/-) and working performance record (APAR) from among the eligible candidates.
		Deputation (including Short Term Contract): Employees of the Central/State Government or Institute of national importance or Universities /University level Institution or PSU/Industry: **Educational Qualification & Experience** **(a)** (i) holding analogous post on regular basis in the parent cadre or department; **or** (ii) having at least 10 years of administrative experience at the level of Assistant Registrar in the Pay Level 10 (Grade Pay of Rs.5400/-) or in the combination of Pay Level 10 (Grade Pay of Rs.5400/-) or Pay Level 11 (Grade Pay of Rs. 6600/-)or its equivalent. **AND** **(b)** possessing Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA /UGC point scale with good academic record from a recognized University/Institute. **The Following may be desirable:** i) Qualification in area of Management/Engineering/Law. ii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal

		Audit). iii) Experience of working in E-Office system.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & SPA Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

3.- Recruitment Rules (2025) for the post of ASSISTANT REGISTRAR in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Assistant Registrar**
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group– A
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 10 (Grade Pay of Rs.5400/-). After five years of service as Assistant Registrar in Pay Level 10 (GP of Rs.5400/-), an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay Level 11 (GP of Rs.6600/-) with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA /UGC point scale with good academic record from a recognized University/Institute. Or Employees serving in Pay Level 9, (GP of Rs.5400/-) with at least two years regular service or in Pay Level 8 (GP of Rs.4800/-) with atleast five years regular service and possessing Master's degree. **Desirable:** iv) Qualification in area of Management/Engineering/Law. v) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts). vi) Experience of working in E-Office system.

8.	Whether age and educational qualifications prescribed for direct Recruits will apply in the case of promotees	**Age bar:** Not applicable **Educational qualification:** No, but must possess at least Master's degree in any discipline or its equivalent from a recognized University/ Institute
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes.
10.	Method of Recruitment: whether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% by direct recruitment, failing which by deputation (Including short term contract). 50% by promotion, failing which by deputation (Including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**<u>Promotion:</u>** 1. Section Officer: Having at least 5 years of regular service as Section Officer in Pay Level 7 (GP of Rs. 4600/-) or Having at least 4 years regular as Section Officer service in Pay Level 8 (GP of Rs. 4800/-). 2. Private Secretary: Having at least 5 years of regular service as Private Secretary in Pay Level 7 (GP of Rs. 4600/-) Private Secretaries who meet the above service criteria and are eligible for promotion must qualify a limited departmental competitive exam conducted by their respective Institute. • Only those who successfully qualify the test will be considered for promotion to the post of Assistant Registrar. • Candidates who fail to qualify the test will not be eligible for promotion, regardless of their length of service. AND Based on working performance record (APAR), performance in prescribed test and interview from among the eligible candidates.

		<u>Deputation (including Short Term Contract):</u> Employees of the Central/State Governments or Institute of national importance or Universities /University level Institution or Govt. laboratory or PSU: (a) holding analogous post on regular basis in the parent cadre or department. AND (b) possessing educational and other qualification as prescribed in Row7.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & SPA Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

4.- Recruitment Rules (2025) for the post of SECTION OFFICER in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Section Officer**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 7 (Grade Pay of Rs.4600/-) Note: Those who are already appointed or holding the GP of Rs. 4800/- may continue with the same GP. However, no further appointment will be made on GP of Rs. 4800/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable.
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	Age bar- Not applicable. Education: Must have Bachelor's degree in any discipline from recognized University/Institute.
9.	Period of probation, if any	Not applicable.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**<u>Promotion:</u>** Having at least 05 years of regular service as a Senior Assistant / Multi skill assistant / Accountant in Pay Level 6 (GP of Rs. 4200/-) AND Based on seniority-cum-fitness and working performance record (APAR) from among the eligible candidates.
		<u>Deputation (including short term Contract):</u> Employees of the Central /State Govt. or similar organized services /semi-Govt. / PSU / autonomous organization /University /Institute of national importance: **(a)**

		(i) holding analogous post on regular basis; **or** (ii) At least with three years regular service in Pay Level 6 (GP of Rs. 4200/-); or equivalent in the parent cadre or department AND **(b)** (i) possessing First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline; **or** Master's Degree in any discipline from a recognized University or Institute with atleast 50% marks or equivalent grade; **and** (ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
12.	If DPC exists, what is its composition	As per provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

5.- Recruitment Rules (2025) for the post of SENIOR ASSISTANT in SPAs

SI. No.	Particular	Criteria
1	Name of the Post	**Senior Assistant** (The post in the nomenclature of Multi Skill Assistant/ Accountant/ Senior Assistant/ Mess Manager/ Jr. Superintendent in Pay Level – 6 sanctioned to SPAs shall be redesignated as Senior Assistant)
2	Number of Post(s)	As per sanctioned strength.
3	Classification	Group– B
4	Scale of Pay (Grade Pay, Band Pay)	Pay Level-6 (Grade Pay of Rs.4200/-)
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualifications required for direct recruits	**Essential:** (i) Bachelor's Degree with 55% marks or its equivalent from a recognized University / Institution in any discipline. (ii) Three Years of experience as UDC or equivalent in the Pay Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. (iii) Proficiency in Typing, Computer applications, noting and drafting.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: Yes (As prescribed at Row 7 above)
9	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	75% by Promotion, failing which by deputation (including Short Term Contract). 25% by Direct Recruitment failing which by deputation (including Short Term Contract).

11	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade	**Promotion:** Having at least 6 years of regular service as Assistant-I in the Pay Level 5 (GP of Rs. 2800/-) where the same post exists or at least 10 years of regular as Assistant-II service in Level 4 (GP of Rs. 2400/-) as the case may be. **AND** Based on seniority-cum-fitness and working performance record (APAR) from among the eligible candidates.
		<u>Deputation (including short term Contract):</u> Employees of the Central / State Govt. or similar organized services / semi-Govt. / PSU / autonomous organization / University/ Institute of national importance: **(a)** holding analogous post on regular basis or with 6 years regular service in Pay Level 5 (GP of Rs. 2800/-); or equivalent in the parent cadre or department **AND** **(b)** possessing Bachelor's Degree with 55% marks or its equivalent from a recognized University / Institution in any discipline and proficiency in Typing, Computer applications, noting and drafting.
12	If Departmental Promotion Committee exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13	Circumstances in whichUnion Public ServiceCommission is to be consulted in making Recruitment	Not applicable.

6.- **Recruitment Rules (2025) for the post of Assistant-I in SPAs.**

SI. No.	Particular	Criteria
1.	Name of the Post	**Assistant-I**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 5, (Grade Pay of Rs.2800/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable.
7.	Educational and other qualifications required for direct recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of Recruitment whether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Promotion, failing which by deputation (including Short Term Contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	**<u>Promotion</u>** Having at least 5 years of regular service as Assistant-II in the Pay Level 4 (GP of Rs. 2400/-) where the same post exists. AND Based on seniority-cum-fitness and working performance record (APAR) through prescribed test from among the eligible candidates.
		<u>Deputation (including short term Contract):</u> Employees of the Central/State Govt. or similar organized services / semi-Govt. / PSU / autonomous organization /University/Institute of national importance **(a)** Holding analogous post on regular basis in the parent cadre or department OR

		(i) At least 5 years regular service in Pay Level 4 (GP of Rs. 2400/-); or equivalent in the parent cadre or department AND **(b)** Possessing Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline and with a minimum Typing speed of 35 w.p.m. and proficiency in Computer word Processing and Spread Sheet.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

7.- Recruitment Rules (2025) for the post of ASSISTANT-II in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Assistant-II**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 4 (Grade Pay of Rs.2400/-.)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 33 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. **Desirable:** Proficiency in other computer skills, stenography skills
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Qualifications and Experience: No, but must have proficiency in Computer Word Processing.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	75% by Promotion, failing which on deputation (including Short Term Contract). 25% by Direct Recruitment, failing which on deputation (including Short Term Contract).

11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	**Promotion** Having at least 5 years regular service as Junior Assistant in Pay Level 3 (GP of Rs. 2000/-) or at least 8 years regular service in Pay Level 2 as Junior Assistant where it exists at Pay Level 2. AND Based on working performance record (APAR), performance in prescribed test from among eligible candidates.
		Deputation (including short term Contract): Employees of the Central /State Govt. or similar organized services /semi-Govt. /PSU /autonomous organization /University / Institute of national importance: (a) (i) Holding analogous post on regular basis; or (ii) At least 5 years regular service in Pay Level 3 (GP of Rs. 2000/-); or equivalent in the parent cadre or department AND (b) i) possessing Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline, and ii) Proficiency in other computer skills, with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

8.- Recruitment Rules (2025) for the post of JUNIOR ASSISTANT in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Junior Assistant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 3 (Grade Pay of Rs. 2000/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. **Desirable:** Proficiency in other computer skills and stenography skills.
8.	Whether age and educational qualifications prescribed for directrecruits will apply in the case of promotees	**Age bar:** Not applicable. **Qualifications and Experience:** No, but should have proficiency in Computer Word Processing.
9.	Period of probation, if any	1 Year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by directrecruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	75% by Direct recruitment. 25% by Promotion.
11.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	**Promotion:** At least 6 years of regular service as MTS in Pay Level 1 AND Based on working performance record (APAR) and performance in prescribed test from among eligible candidates.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

9.- Recruitment Rules (2025) for the post of MULTI TASKING STAFF in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Multi Tasking Staff**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 1 (Grade Pay of Rs.1800/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 27 years.
7.	Educational and other qualifications required fordirect recruits	**Essential:** Matriculation or equivalent pass.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes.
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSCis to be consulted in making recruitment	Not applicable.

10.- Recruitment Rules (2025) for the post of PRIVATE SECRETARY in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Private Secretary**
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group- B
4.	Scale of Pay (Grade Pay,Band Pay)	Pay Level-7, (Grade Pay of Rs.4600/-.)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable.
7.	Educational and other qualifications required for direct recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotes	Age: Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of Recruitmentwhether by directrecruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by promotion failing which by deputation (including Short Term Contract).
11.	In case of recruitment by promotion / deputation /transfer, grades from which promotion / deputation / transfer to bemade	**Promotion:** Having at least 5 years regular service as Personal Assistant in Pay Level-6 (GP of Rs/ 4200/-) or holding analogous post AND Based on seniority-cum-fitness through prescribed test from among eligible candidates.

		<u>Deputation (including Short Term Contract)</u>: Employees of the Central/state Govt. or similar organized services/ semi-Govt. /PSU /autonomous organization /University /Institute of national importance: (a) (i) Holding analogous post in the parent cadre or department, or; (ii) 6 years regular service as Personal Assistant in the Pay Level 6 or its equivalent. AND (b) possessing Bachelor's degree in any discipline or its equivalent from recognized board or university / Institute.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA, Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

11.- Recruitment Rules (2025) for the post of PERSONAL ASSISTANT in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Personal Assistant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 6 (Grade Pay of Rs.4200/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) A Bachelor's Degree in any discipline from any recognized Institute/ University. (ii) Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm. (iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. (iv) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	**Age:** No **Educational Qualification:** Yes
9.	Period of probation, if any	1 Year for Direct recruits as per SPA Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of thevacancies to be filled byvarious methods	i) 50% by promotion failing which by deputation (including Short Term Contract). ii) 50 % by direct recruitment failing which by deputation (including Short Term Contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be	**Promotion:** Having at least 10 years regular service as Stenographer in Pay Level 4 AND Based on seniority-cum-fitness, performance in prescribed test from among eligible candidates.

	made	**<u>Deputation (including Short Term Contract)</u>**: Employees of the Central/state Govt. or similar organized services/ semi-Govt./PSU/ autonomous organization/University /Institute of national importance: **(a)**holding analogous post on regular basis or at least 10 years regular service in Level 4 (GP of Rs. 2400/-) or equivalent in the parent cadre or department; and **(b)** possessing the education and other qualifications as prescribed in Row 7 above.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

12.- Recruitment Rules (2025) for the post of STENOGRAPHER in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Stenographer**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-4 (Grade Pay of Rs.2400/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 33 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) Senior secondary (10+2) from a recognized board. (ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. (iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. **Desirable**: Proficiency in Computer Word processing and spread sheet with advanced skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes.
10.	Method of Recruitment: whether by direct recruitment or by promotionorbydeputationortransfer&percentageofthevacancies tobefilledby various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer to be Made.	Not applicable.

12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

13.- Recruitment Rules (2025) for the post of DEPUTY LIBRARIAN in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Deputy Librarian**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- A
4.	Scale of pay (Grade Pay, Band Pay)	Pay Level -12 (Grade Pay of Rs.7600/-). After five years of service as Deputy Librarian in Pay Level 12 (Grade Pay of Rs.7600/-) an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in Pay Level-13 (Grade Pay of Rs.8700/-). **Note:** Those who are already appointed on AGP of Rs. 8000/- may continue with same AGP as recommended by the Selection Committee till 5 years of their service. Already appointed on AGP of Rs. 8000/- shall move to GP of Rs. 8700/- instead of AGP of Rs. 9000/- (as there is no GP at Rs. 8000/- and Rs. 9000/- in Non-Teaching) after 5 years of their service. No further recruitment will be made on AGP of Rs. 8000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	**Age bar:** Not applicable. **Educational Qualification:** No, but must possess atleast Master's degree in Library Science/ Information Science/Documentation Science or equivalent from a recognized university / institute.
9.	Period of probation, if any	Not Applicable.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by promotion, failing which by deputation (including Short Term contract).

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	**Promotion**: At least 10 years of regular service as Library Information Officer in the Pay Level 10 (GP of Rs. 5400/-) with relevant experience out of which at least 5 years should be at Pay Level 11 with GP of Rs.6600/- and working performance record (APAR) from among the eligible candidates.
		Deputation (including Short Term Contract): Employees of the Central/ State Government or Institutes of national importance or universities/University level institution or PSU: **(a)** (i) Holding analogous post in the parent cadre or department or; (ii) 10 years of experience at the level of Assistant Librarian/Library Information Officer in the Grade Pay of Rs.5400/-or in combination of Grade Pay of Rs.5400/-or Rs.6600/-or its equivalent. AND **(b)** Possessing Master's Degree in Library Science/ Information Science/Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

14.- Recruitment Rules (2025) for the post of Library Information Officer in SPAs.

SI. No.	Particular	Criteria
1.	Name of the Post	**Library Information Officer**
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group- A
4.	Scale of pay (Grade Pay, Band Pay)	Pay Level 10 (Grade Pay ofRs.5400/-). After Five years of service as Library Information Officer in Pay Level 10 (GP of Rs.5400/-), an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay Level 11 (GP of Rs.6600/-) with the same designation. **Note:** Those who are already appointed on AGP of Rs.6000/-may continue with same AGP as recommended by the Selection Committee till 5 years of their service. Already appointed on AGP of Rs.6000/- shall move to GP of Rs.6600/- instead of AGP of Rs.7000/-(As there is no GP at Rs.6000/-and Rs.7000/- in Non-Teaching) after 5 years of their service in AGP of Rs .6000/-. No further recruitment will be made on AGP of Rs.6000/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** Master's Degree in Library Science / Information Science / Documentation Science with atleast 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of 'B'. in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service. **Desirable**: (i) PG Diploma in Library Automation and Networking or PGDCA or equivalent. (ii) Candidate with higher degree (Ph. D. or equivalent) in a relevant discipline shall be preferred. Relevant discipline will be as decided by the institute as per the functional requirement of the

		department concerned.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Educational qualification: No, but must possess atleast Master's degree in Library Science/Information Science / Documentation Science or equivalent from a recognized University/Institute
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes.
10.	Method of Recruitment : whether by direct recruitment or by promotion or bydeputation or transfer & percentage of thevacancies to be filled by various methods	50% by Direct recruitment, failing which by deputation (including Short Term contract). 50% by Promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorptionto be made	**<u>Promotion</u>**: At least 10 years regular service as Sr. Library Information Assistant in the Pay Level 6 (GP of Rs. 4200/-) AND Based on working performance record, performance in prescribed test and interview from among the eligible candidates.
		<u>Deputation (including Short Term Contract)</u>: Employees of the Central / State Government of Institutes of national importance or Universities/University level Institution or PSU: **(a)** Holding analogous post in the parent cadre or department, and **(b)**Possessing educational and other qualification as prescribed in Row7.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act and Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

15.- Recruitment Rules (2025) for the post of Senior Library Information Assistant in SPAs

Sl. No.	Particular	Criteria
1.	Name of the Post	**Sr. Library Information Assistant**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 6, (Grade Pay of Rs.4200/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits.	**Essential:** 1. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. **OR** Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. • Relevant field will be as decided by the institute as per the functional requirement of the department concerned. 2. Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	**Age** - Not applicable. **Education Qualification:** As prescribed in Row 7 above.
9.	Period of probation, if any	Not applicable

10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% by Direct recruitment, failing with by deputation (including short term contract) 50% by promotion, failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**<u>Promotion</u>:** At least 10 years regular service as Library & Information Assistant in Pay Level 4 and above AND Based on working performance record (APAR), performance in prescribed test from among the eligible candidates.
		<u>Deputation (including Short Term Contract)</u>: Employees of the Central/ State Government or Institutes of national importance or universities/University level institution or PSU: (a) (i) Holding analogous post in the parent cadre or department or; (ii) 6 years of regular service in the Pay Level of 5 or (iii) 10 years of regular service in the Pay Level of 4. AND (b) possessing educational and other qualifications as prescribed in Row 7 above.
12.	If DPC exists, what is its composition	As per provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

16.- Recruitment Rules (2025) for the post of Library & Information Assistant in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Library & Information Assistant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 4, (Grade Pay of Rs.2400/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 33 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	50% by Direct recruitment, failing with by deputation (including short term contract) 50% by promotion, failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	**<u>Promotion</u>** Having at least 5 years regular service as Junior Library & Information Assistant in Pay Level 3 (GP 2000/-) or its equivalent post, or having at least 8 years regular service in Pay Level 2 (GP of Rs. 1900/-) as Junior Library & Information Assistant where it exists at Pay Level 2 AND Based on working performance record (APAR), performance in prescribed test from among the eligible

		candidates.
		<u>Deputation (including Short Term Contract)</u>: Employees of the Central/ State Government or Institutes of national importance or universities/University level institution or PSU: (a) (i) Holding analogous post in the parent cadre or department or; (ii) at least 5 years of regular service as Junior Library Information Assistant in the Pay Level 3 (GP of Rs. 2000/-) or its equivalent post. (b) Possessing educational and other qualification as prescribed in Row7.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

17.- Recruitment Rules (2025) for the post of Junior Library & Information Assistant in SPAs

Sl. No.	Particular	Criteria
1.	Name of the Post	Junior Library & Information Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 3, (Grade Pay of Rs. 2000/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	**Essential:** B. Lib. Sc/B.L.L.Sc. from Recognized University / Institute **OR** Graduate Degree from Recognized University alongwith diploma/certificate in Library Science/information technology from recognized institutions.
8.	Whether age and educational qualifications prescribed for directrecruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 Year for direct recruits as per SPA Statutes.
10.	Method of Recruitmentwhether by directrecruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

18.- Recruitment Rules (2025) for the post of Technical Officer in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Technical Officer**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group A.
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-10, (Grade Pay of Rs.5400/-). After five years of service as Technical Officer in Pay Level 10 (GP of Rs.5400/-), an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay Level 11 (GP of Rs.6600/-) with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit	Not applicable.
7.	Educational and other qualifications required for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	**Age bar**: Not applicable. **Educational Qualification:** No, but must possess at least B.E./ B.Tech. / B.Sc. in relevant field or BCA Degree from a recognized University/ Institute. • Relevant field will be as decided by the institute as per the functional requirement of the department concerned.
9.	Period of probation, if any	Not applicable.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by Promotion, failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**Promotion:** At least 05 years of regular service as a Superintendent Technical at Pay Level 7 (GP of Rs. 4600/-) AND Based on seniority-cum-fitness and working performance record (APAR), performance in prescribed test and interview from among the eligible candidates.

		<u>Deputation (including short term Contract):</u> Employees of the Central/State Governments or Institute of national importance or Universities /University level Institution or Govt. laboratory or PSU **(a)** (i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) 04 years regular service in Pay Level 8; or equivalent in the Central/ State Govt. Universities or autonomous organisations. AND **(b)** possessing B.E./B.Tech. / B.Sc. in relevant field or BCA Degree from a recognized University/ Institute. • Relevant field will be as decided by the institute as per the functional requirement of the department concerned.
12.	If DPC exists, what is its composition	As per provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

19.- Recruitment Rules (2025) for the post of System Administrator in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**System Administrator**
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group– A.
4.	Scale of Pay (Grade Pay,Band Pay)	Pay Level 10 (Grade Pay of Rs.5400/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits	**Essential** (i) Degree in Electronic Engineering/Computer Science or relevant area with atleast 55% marks. (ii) At least 05 years post qualification experience in supervisory position in the area of Networking, Security & System Administration in a Government/Semi. Government /Department/Autonomous Bodies / reputed recognized University / Institutions/Multinational Company.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes.
10.	Method of Recruitment: whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment, failing which by deputation (including Short Term Contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade	**<u>Deputation (including Short Term Contract):</u>** Employees of the Central/State Governments or Institute of national importance or Universities /University level Institution or Govt. laboratory or PSU (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) At least 3 years experience in GP of 4600

		or 8 years in GP of 4200; AND (b) Possessing educational and other qualification as prescribed in Row7.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

20.- Recruitment Rules (2025) for the post of Superintendent Technical in SPAs.

SI. No.	Particular	Criteria
1.	Name of the Post	**Superintendent Technical**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 7 (Grade Pay of Rs.4600/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable.
7.	Educational and other qualifications required for direct recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by promotion, failing which by Deputation (Including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades fromwhich promotion / deputation / transfer to bemade	**Promotion:** At least 5 years regular service as Assistant Superintendent Technical-I in Pay Level 6 (Grade Pay of Rs. 4200/-) AND Based on working performance record (APAR), performance in prescribed test from among the eligible candidates.
		<u>Deputation (including short term Contract):</u> Employees of the Central/State Govt. /PSU/ autonomous organization / Universities recognized Research institution or Institute of national importance or Govt. Laboratory (a) (i) holding analogous post in the parent cadre

		or department; or (ii) With at least 5 years regular service in Grade Pay of Rs. 4200/- AND (b) possessing First Class Bachelor's Degree in Sciences or Engineering in relevant subject or equivalent grade in relevant subject from a recognized University / Institute. Relevant field will be as decided by the institute as per the functional requirement of the department concerned.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

21.- Recruitment Rules (2025) for the post of Assistant Superintendent Technical-I in SPAs.

SI. No.	Particular	Criteria
1.	Name of the Post	**Assistant Superintendent Technical-I**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 6 (Grade Pay of Rs.4200/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) Master's Degree in the relevant subject with at least two years experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum three years of experience in relevant field. However, the relevant subject will be as decided by the Institute as per the functional requirement of the department concerned. AND (ii) The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	1 Year for direct recruits as per SPA Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% by Direct Recruitment, failing which on deputation (including Short Term Contract). 50% by Promotion, failing which on deputation (including Short Term Contract).

11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade	**Promotion:** At least 6 years of regular service as Assistant Superintendent Technical-II in the Pay Level 5 (GP of Rs. 2800/-) where the same post exists or at least 10 years of regular service as Junior Superintendent Technical in Level 4 (GP of Rs. 2400/-), as the case may be AND Based on seniority-cum-fitness and working performance record (APAR), performance in the prescribed test from among the eligible candidates.
		<u>Deputation (including Short Term Contract):</u> Employees of the Central/State Governments or Institute of national importance or Universities /University level Institution or Govt. laboratory or PSU (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) At least 6 years' regular service in Pay Level 5 (GP of 2800/-); and AND (b) Possessing educational and other qualification as prescribed in Row7.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

22.- Recruitment Rules (2025) for the post of ASSISTANT SUPERINTENDENT TECHNICAL-II in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Assistant Superintendent Technical-II**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 5, (Grade Pay of Rs.2800/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 33 years
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) Bachelor's degree with minimum three years of working and maintenance/ operation experience in the relevant subject. The relevant subject will be as decided by the institute as per the functional requirement of the department concerned. AND (ii) The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	25% by direct recruitment failing which on deputation (including Short Term Contract). 75% by Promotion failing which on deputation (including Short Term Contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	**<u>Promotion</u>** At least 5 years of regular service as Junior Superintendent Technical or its equivalent post in the relevant field in the Pay Level 4 (GP of Rs. 2400/-) where the same post exists • Relevant field will be as decided by the institute as per the functional requirement of the

		department concerned. AND Based on seniority-cum-fitness and working performance record (APAR), performance in prescribed test from among the eligible candidates.
		Deputation (including Short Term Contract): Employees of the Central/State Governments or Institute of national importance or Universities /University level Institution or Govt. laboratory or PSU (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) At least 5 years regular service in Pay Level 4 (GP of 2400/-). AND (b) Possessing educational and other qualification in relevant field as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

23.- Recruitment Rules (2025) for the post of Junior Superintendent Technical in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Junior Superintendent Technical**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 4, (Grade Pay of Rs.2400/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 33 years
7.	Educational and other qualifications required for direct recruits	**Educational Qualification:** **Essential:** (i) Diploma in Industrial Design /Architecture /Planning /Civil Engineering/ Electrical Engineering / Industrial Engineering from recognized University / Board / Institute Or Bachelor Degree in Science/ Engineering or its equivalent in relevant area. (ii) Two years of experience in the relevant subject in the concerned department of the higher educational institute. The relevant subject will be as decided by the Institute as per the functional requirement of the department concerned.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	50% by direct recruitment failing which by deputation (including Short Term Contract). 50% by Promotion failing which by deputation (including Short Term Contract).

11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	**<u>Promotion</u>** (i) At least 5 years regular service as Technician at Pay Level 3 (GP of 2000/-) or (ii) at least 8 years regular service as Junior Technician at Pay Level 2 (GP of 1900/-), as the case may be AND Based on working performance record (APAR), performance in prescribed test from among the eligible candidates.
		<u>Deputation (including Short Term Contract):</u> Employees of the Central/State Governments or Institute of national importance or Universities /University level Institution or Govt. laboratory or PSU (a) (i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) At least 5 years experience in Pay Level 3 (GP of 2000/-). AND (b) Possessing educational and other qualification in relevant field as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

24.- Recruitment Rules (2025) for the post of Technician in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Technician**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-3, (Grade Pay of Rs. 2000/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** Senior secondary (10+2) with Science from a Government recognized board with at least 60%marks Or Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic/Institute. • Relevant field will be as decided by the institute as per the functional requirement of the department concerned.
8.	Whether age and educational qualifications prescribed for directrecruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	1 Year for direct recruits as per SPA Statutes
10.	Method of Recruitmentwhether by directrecruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Direct recruitment.
11.	In case of recruitment by	Not applicable.

	promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

25.- Recruitment Rules (2025) for the post of JUNIOR TECHNICIAN in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Junior Technician** (Mechanical/electrical/civil/IT/Carpenter/plumber)
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Level 2, (Grade Pay of Rs. 1900/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 27 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** Senior secondary (10+2) with Science from a Government recognized board with at least 60%marks Or Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic/Institute. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. • Relevant field will be as decided by the institute as per the functional requirement of the department concerned.
8.	Whether age andeducational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 Year for direct recruits as per SPA Statutes.
10.	Method of Recruitment whether by directrecruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Direct recruitment.
11.	In case of recruitment by promotion/ deputation/	Not applicable.

	transfer, grades from which promotion/ deputation/ transfer to be made	
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

26.- Recruitment Rules (2025) for the post of Lab Attendant in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Lab Attendant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Level 1, (Grade Pay of Rs.1800/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 27 years.
7.	Educational and other qualifications required for direct recruits	**Education Qualification:** Senior Secondary (10+2) in Science from a recognised Board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSCis to be consulted in making recruitment	Not applicable.

27.- Recruitment Rules (2025) for the post of Assistant Engineer (Civil / Electric) in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Assistant Engineer (Civil/Electrical)**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 7 (Grade Pay of Rs.4600/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct Recruits	Not applicable.
7.	Educational and other qualifications required for direct recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by promotion, failing which on deputation (including Short Term Contract).
11.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer to be made	**Promotion:** At least 5 years regular service as Junior Engineer in Pay Level 6 (GP of Rs. 4200/-) through DPC, working performance record (APAR) AND Based on performance in prescribed test from among the eligible candidates.
		<u>Deputation (including Short Term Contract)</u>: Employees of the Central/state Govt. or similar organized services/ semi-Govt./PSU/ autonomous organization/University /Institute of national importance: (a)

		i) Holding analogous post on regular basis in the parent cadre or department; or ii) 5 years regular service in Pay Level 6 (Grade Pay of Rs.4200/-) as Jr. Engineer or its equivalent post. AND (b) possessing First Class B.E/ B. Tech in Civil Electrical Engineering from a recognized University or Institute
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

28.- Recruitment Rules (2025) for the post of Junior Engineer (Civil/Electrical) in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Junior Engineer (Civil/Electrical)**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group– B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-6, (Grade Pay of Rs.4200/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct Recruits	Not exceeding 30 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** First Class B.E./B.Tech. in Civil/Electrical Engineering from a recognized University or Institute. OR First Class Diploma in Civil/Electrical Engineering.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9.	Period of probation, if any	1 Year for direct recruits as per SPA Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	100% by Direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	Not applicable.
12.	If DPC exists, what is its Composition.	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable

29.- Recruitment Rules (2025) for the post of STUDENTS ACTIVITY & SPORTS OFFICER in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Students Activity & Sports Officer**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-10 (GP of Rs.5400/-). After five years of service as SAS officer in Pay level 10 (GP of Rs. 5400/-) an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay Level 11 (GP of Rs. 6600/-) with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits.	Essential (i) possessing Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale. (ii) Record of having represented the University/College all the inter University/inter-Collegiate competitions or the State and/or national championships; Qualifying in the National Level test conducted for the purpose by the UGC or any other-agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. (iii) Record of strong involvement and proven track record of participation in sports, drama, music, films. painting, Photography, journalism event management or other Student/event management activities during college / university studies. (iv) Record of organizing such events as student's convener or in later part of life.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	Not applicable
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by Direct recruitment, failing which by deputation (including short term contract.)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be Made.	**Deputation (including Short Term Contract),** Employees of the Central / State or similar services / semi Govt. / PSU / Statutory or Autonomous organization or University / Institution of national importance. (a) (i) Holding analogous post in the parent cadre or department or (ii) SAS Assistant in Pay Level 8 (GP of Rs. 4800/-) with 5 years regular service. AND (b) possessing educational and other qualification as prescribed in row 7 above.
12.	If DPC exists, what is its composition.	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

30.- Recruitment Rules (2025) for the post of STUDENT ACTIVITY & SPORTS ASSISTANT in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Student Activity & Sports Assistant**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-6, (Grade Pay of Rs.4200/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years.
7.	Educational and other qualifications required for direct recruits.	**Education Qualification:** **Essential:** (i) First class Bachelor Degree in Physical Education from a recognized University / Institute. (ii) Strong record of participation in college activities including sports, arts (painting, photography, drama, dance, music), event management, journalism etc. during College/University studies.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by Direct Recruitment, failing which by deputation (Including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**Deputation (including Short Term Contract),** Employees of the Central / State or similar services / semi Govt. / PSU / Statutory or Autonomous organization or University / Institution of national importance. (a) (i) Holding analogous post in the parent cadre or department or

		(ii) At least 6 years regular service in the relevant field at Pay Level 5 (GP of Rs. 2800/-) or (iii) at least 10 years regular service in Pay Level 4 (GP of Rs. 2400/). Relevant field will be as decided by the institute as per the functional requirement of the department concerned. AND (b)Possessing education and other qualifications as prescribed in Row 7 above.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

31.- Recruitment Rules (2025) for the post of Estate cum Security Officer in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Estate cum Security Officer**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 8 (Grade Pay of Rs.4800/-).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits.	**Essential:** Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more. **Desirable:** Experience of maintaining buildings, estates and security.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by Direct recruitment, failing which by deputation (including Short Term Contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**<u>Deputation (including Short Term Contract)</u>**: Employees of the Central Govt. Forces / State Govt Forces or any other related services : (a) (i) Holding analogous post on regular basis in the parent cadre or department, OR

		(ii) At least 5 years' experience in Pay Level 6 (Grade Pay of Rs. 4200/-) in the related area, AND (b) Possessing educational and other qualification as prescribed in Row 7 above.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

32.- Recruitment Rules (2025) for the post of Estate Cum Security Supervisor in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Estate Cum Security Supervisor**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-4, (Grade Pay of Rs.2400/-.)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruits	**Essential** (i) Senior secondary (10+2) from a recognized board or it's equivalent qualification from a recognized board; and (ii) Ex-Junior Commissioned Officer or equivalent Ranks with at least 5 years as a Junior Commissioned Officer from Army/Navy/Air Force with experience in Security and Public Health area. Desirable: Experience of maintaining building, estates and security.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitmentwhether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	Not applicable.

12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

33.- Recruitment Rules (2025) for the post of Medical Officer in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Medical Officer**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-10, Grade Pay of Rs.5400/-) + NPA as per Govt. instructions. After 5 years of service as Medical Officer with GP of Rs. 5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs. 6600/-with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for promotion/deputation.	**Essential:** MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. **Desirable:** Post Graduate qualification preferably MD in General medicine.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in thecase of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by Direct Recruitment, failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which	**Deputation (including Short Term Contract)**: Employees of the Central/State Govt. or similar organized services/ semi-Govt. / PSU / Statutory or

	promotion / deputation / transfer to be made	Autonomous organization/University/Institute of national importance: (a) Holding analogous post on regular basis in the parent cadre or department, and (b) Possessing educational and other qualification as prescribed in Row No. 7
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

Note:

(i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.

(ii) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required.]

34.- Recruitment Rules (2025) for the post of Nursing Assistant in SPAs

SI. No.	Particular	Criteria
1.	Name of the Post	**Nursing Assistant**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-6, (Grade Pay of Rs.4200/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications direct recruits.	**Essential:** B.Sc Nursing with 2 years' experience. OR 3 years Diploma in Nursing & Midwifery with 5 years' experience.
8.	Whether age and educational qualificationsprescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitment whether by directrecruitment or by promotion or by deputation or transfer & percentage of thevacancies to be filled byvarious methods	100% by Direct Recruitment, failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**Deputation (including Short Term Contract)**: Employees of the Central/State Govt. or similar organized services/ semi-Govt. / PSU / Statutory or Autonomous organization / University / Institute of national importance: (a) Holding analogous post on regular basis in the parent cadre or department; **and** (b)Possessing educational and other qualification as prescribed in Row 7 above.
12.	If DPC exists, what is itscomposition	Not applicable.
13.	Circumstances in whichUPSC is to be consulted in making recruitment	Not applicable.

35.- Recruitment Rules (2025) for the post of HINDI TRANSLATOR in SPAs.

SI. No.	Particular	Criteria
1.	Name of the Post	**Hindi Translator**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- B
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-6, (Grade Pay of Rs.4200/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	**Essential:** Master's Degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's Degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree from a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR** Master's Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level **AND** Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitmentwhether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Direct Recruitment, failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	**Deputation (including Short Term Contract)**: Employees of the Central/State Govt. or similar organized services/ semi-Govt. / PSU / Statutory or Autonomous organization / University / Institute of national importance: (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) Working experience as Hindi Assistant or its equivalent with at least 6 years of regular service in the Pay Level-5 (GP of Rs. 2800/-) (b)Possessing educational and other qualification as prescribed in Row 7 above.
12.	If DPC exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

36.- Recruitment Rules (2025) for the post of Hindi Assistant in SPAs.

SI. No.	Particular	Criteria
1.	Name of the Post	**Hindi Assistant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level-5, (Grade Pay of Rs.2800/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 33years.
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) Bachelor's degree in Hindi subject from a recognized University with English as one of the subject. (ii) Candidate should have proficiency in computer operation. **Desirable:** (i) 02 years working experience in Hindi Typing, Translation work from Hindi to English and vice versa and Hindi drafting in Central/State/ Autonomous bodies/ reputed institutions. (ii) Diploma/ Certificate course in Translation from English to Hindi and vice versa. (iii) Proficiency in Hindi/ English Translation & Typewriting .
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitmentwhether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Direct Recruitment, failing which by deputation (including short term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation /	**Deputation (including Short Term Contract)**: Employees of the Central/State Govt. or similar organized services/ semi-Govt. / PSU / Statutory or Autonomous organization / University / Institute of

	transfer to bemade.	national importance: (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) Working experience as Hindi Assistant or its equivalent with at least 10 years of regular service in Level 4 (GP of Rs. 2400/-). AND (b)Possessing educational and other qualification as prescribed in Row 7 above.
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

37.- Recruitment Rules (2025) for the post of DRIVER in SPAs.

SI. No.	Particular	Criteria
1.	Name of the Post	**Driver**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group- C
4.	Scale of Pay (Grade Pay, Band Pay)	Pay Level 2, (Grade Pay of Rs.1900/-)
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 27 years
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) 10th Pass from any recognized Board (ii) a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experienceofdrivingmotorvehiclesforatleast05yearsin some organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	1 year for direct recruits as per SPA Statutes
10.	Method of Recruitmentwhether by direct recruitment or by Promotion or by deputation or transfer & percentage of the vacancies to be filled byvarious methods	100% by Direct recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to bemade.	Not applicable.
12.	If DPC exists, what is its composition	As per the provisions contained in the SPA Act, 2014 & Statutes.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable