

**Report**

**of**

**Sub-Committee**

**Constituted for Examining & Framing the  
Recruitment Rules for Non-Faculty Positions in  
School of Planning & Architecture (SPAs) at New  
Delhi, Bhopal & Vijayawada as per SPA Act 2014**

**January 2019**

1891

of

Sub-Committee

Committee on the  
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### **Background, Terms of Reference and Recommendations:**

The Sub-Committee was constituted with the approval of Secretary (HE), Ministry of HRD vide its order no. F.No.6-01/2017-TS.VI(Part) dated 17<sup>th</sup> September 2018. The composition of the committee is as under:

- i) Director, SPA New Delhi (as Chairman of the Sub-Committee)
- ii) Deputy Secretary (Admn.), Ministry of Human Resource Development
- iii) Registrar, IIT Bombay
- iv) Registrar, of the three SPAs at New Delhi, Bhopal and Vijayawada
- v) Registrar, NIT Allahabad

The Terms of Reference of this Sub-Committee are:

*“To examine the designation, nomenclature, number of posts, method of recruitment, educational qualifications, maximum age limit, experience, pay scales, promotional avenues, as well as to assess the position of non-faculty hired on contract and the service which can be procured by outsourcing / contract etc. as per standard student faculty ratio of 10:1 and faculty : non faculty ratio of 1:1.10.”*

The Committee met on following dates:

- i) 21<sup>st</sup> December 2018
- ii) 11<sup>th</sup> January 2019

In the first meeting, the Sub-Committee discussed all the points, as per the Terms of Reference of the Committee and it was decided that the draft report will be forwarded to all members and accordingly, the draft report was circulated on 5<sup>th</sup> January 2019 to all the members and all the comments / observations of the members were included. The report of the Sub-Committee with the Recruitment Rules of each post was finalized in



the meeting held on 11<sup>th</sup> January 2019. While proposing the recruitment rules, the Sub-Committee referred the relevant guidelines of the Govt. of India / UGC / present recruitment rules of the each SPA.

The standard format used in the Recruitment Rules is as per the OM no. AB.14017/13/2013-Estt.(RR) dated 31<sup>st</sup> March 2015 of Ministry of Personnel, PG and Pensions (Department of Personnel & Training), on the subject – steps guides for processing of the proposals for framing / amendment of the Recruitment Rules.

### **Recommendations**

The Sub-Committee deliberated on the various issues of each School related to number of the posts, designation, pay scales, and promotion avenues, etc. and it recommended as follows:

- a) The number of posts in each SPA may be decided accordingly as per the requirement individually, as per the prescribed ratio as mentioned in the Terms of Reference. Therefore the total number of posts of different SPAs, are not mentioned in this report. The concerned SPA will propose for approval accordingly.
- b) The designation and pay scales which were not having similarity were discussed and most appropriate designation and pay scales have been recommended in the recruitment rules.
- c) Incumbent who are working on the posts which are presently having higher pay scales may be allowed to continue on the same pay scale till they retire or working on the post so that, they may not be put in a disadvantageous position.
- d) Incumbent who are working on the posts, which are having different nomenclature, but pay scale are same as per the recommendations in the proposed recruitment rules, may be allowed to continue with the same designation, or with the new designations as per the option given by the incumbent / administrative setup in the School, till they retire



from the post and the new posts are to be filled up with the new designations.

- e) In case any of the posts are vacant, they can be filled by the contract – temporary staff within the ratio of 1:1.1 through outsourcing agencies. However, the staff for essential services such as sanitation, security, etc. may be engaged as per requirement.
- f) The Recruitment Rules for each post are enclosed as **Annexure-I.**
- g) The comparative chart of the different posts is also enclosed as **Annexure-II.**
- h) Cadre Chart of all the posts is placed at **Annexure-III.**

*P.S.N. Rao*  
*30.1.19*

**(Prof.Dr.P.S.N.Rao)**

Director-Chairman of the Sub-Committee  
School of Planning and Architecture  
New Delhi-110002

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**ANNEXURE - I****REGISTRAR**

1.	Name of Post	<b>Registrar</b>
2.	Number of posts	01
3.	Classification of the post	Group - A <i>Rs 37400 - 67000/- cap - 10000/-</i>
4.	Scale of Pay ( <b>LEVEL in the PAY MATRIX</b> )	Level 14
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	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, (LEVEL in the PAY MATRIX) from which promotion / deputation / transfer to be made	<p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory or PSU :-</p> <p>i. Holding analogous post or ii. At least <u>15</u> years' experience as Assistant Professor in the AGP of 7000/- (Level 11 as per 7<sup>th</sup> CPC) and above or with 8 years of service in the AGP 8000/- (Level 12 as per 7<sup>th</sup> CPC) and above including as Associate Professor along with 3 years' experience in the educational administration, OR Comparable experience in research establishment and / or other institutions of higher education, OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>a) Educational Qualifications and experience:</p>

		<p><b><u>Qualification:</u></b> Master Degree with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><b><u>Experience:</u></b> i) At least 15 years' experience as Assistant Professor in the AGP of 7000/- (Level 11 as per 7<sup>th</sup> CPC) and above or with 8 years of service in the AGP 8000/- (Level 12 as per 7<sup>th</sup> CPC) and above including as Associate Professor along with 3 years' experience in the educational administration, or</p> <p>ii) Comparable experience in research establishment and / or other institutions of higher education, or</p> <p>iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p><b><u>Desirable :</u></b> i). Qualification in area of management /Engineering/Law. ii). Experience in Higher Educational Institution in the field of administration legal/financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

## DEPUTY REGISTRAR

1.	Name of Post	Deputy Registrar
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – A
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 12. 15600-39100-CP-7600 After five years of service as Deputy Registrar in the level of 12 the pay matrix an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher Pay Level 13 and re-designated as Joint Registrar (personal to the incumbent)
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 50 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government. <i>by how many years</i>
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  <b>a) Educational Qualification:</b> Master's Degree in any discipline with at least 50% marks or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized University/Institute.  <b>b) Experience:</b> i). 9 years' experience of Assistant Professor in the AGP of Rs. 6000/- (Level 10 as per 7 <sup>th</sup> CPC) and above with 3 years of experience in educational administration, or ii). Comparable experience in research establishment and/ or other institutions of higher education, or iii). <u>5 years</u> of experience as Assistant Registrar or equivalent post.  <b>Desirable:</b> i). Qualification in area of Management/Engineering/Law. ii). Experience of working in E-Office system. iii). A Chartered or cost accountant degree or diploma for the post of Deputy Registrar

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		(Finance & Accounts) or Deputy Registrar (Internal Audit). iv). Experience in Higher Educational Institution in the field of administration legal/financial / establishment matters.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age No Educational Qualification: No, but must possess at least Masters 'Degree in any discipline or equivalent from a recognized university/Institute.
9.	Period of probation, if any	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	75% Direct Recruitment 25% on promotion failing which by deputation (including short term Contract)
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> Assistant Registrar with a regular service of 8 years with Pay Level 10 and above. <b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory. a) i. Holding analogous post or ii. With at least 8 years' service in posts in the Pay Level of 10 and above or its equivalent, and having experience in the administration, establishment and accounts matters. b) Possessing qualification as prescribed in Col. 7
12.	If DPC exists, what is its composition	As per the Statues
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



## ASSISTANT REGISTRAR

1.	Name of Post	<b>Assistant Registrar</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group - A <i>15600-39100 Rs 5400</i>
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 10. After five years of service as Assistant Registrar in the pay level of 10, an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay Level of 11 in the Pay Matrix with the designation in the Senior Scale of Assistant Registrar.
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 40 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> <b>a) Educational Qualification:</b> Masters' Degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/ UGC point scale with good academic record from recognized University/Institute. <b>b) Experience:</b> 3 years of experience in the administration of higher educational institutions <b>Desirable:</b> i). Qualification in area of Management / Computer Application/Engineering/law. ii). Experience of working in E-Office system. iii). A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).
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 at least Master's Degree in any discipline or its equivalent from a recognized university/institute.
9.	Period of probation, if any	As per SPA Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by	50% Direct Recruitment



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	deputation or transfer & percentage of the vacancies to be filled by various methods	50% on promotion failing which by deputation (including short term Contract)
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> Promotion from the post of Section Officer/ Private Secretary with at least 5 year regular service in the Pay Level of 8 or with at least 8 year regular service in the Pay Level of 7 through prescribed test and interview.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.</p> <p>a) Holding analogous post or b) 5 years regular service in pay level of level 7 and above b) Possessing qualification and experience as prescribed in column No. 7</p>
12.	If DPC exists, what is its composition	As per SPA Statues
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

## SECTION OFFICER

1.	Name of Post	<b>Section Officer</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 8 <i>Rs 4800/-</i> After 4 years of regular service, the incumbent will be eligible for upgradation in the Pay Level 9 (NFG).
5.	Whether Selection Post or non-Selection Posts	Non Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  <b>a) Educational Qualification:</b> Bachelor's Degree with 55% marks or equivalent grade from a recognized University or Institute in any discipline <b>OR</b> Master's Degree from a recognized University or Institute  <b>b) Experience:</b> 3 years as Sr. Assistant / Superintendent / Accountant or other equivalent administrative post in the pay level of 6 and above  <b>c) Computer proficiency:</b>  Must qualify skill test / trade test to be conducted to test the working knowledge about the computer / automation.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
9.	Period of probation, if any	As per SPA Statues
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 promotion by seniority, failing which by deputation (including short term contract)  25% by Departmental Promotion Test, failing

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		which by deputation (including short term contract)
		25% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b></p> <ul style="list-style-type: none"> <li>i) Seniority quota, Senior Assistant with 5 years regular service in pay level of 6.</li> <li>ii) For Departmental Promotion Test quota, Senior Assistant or equivalent post with 3 years regular service in pay level of 6, to be selected on the basis of departmental test, interview and service record, as specified under these regulations.</li> </ul> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance.</p> <ul style="list-style-type: none"> <li>a) 1. Holding analogous post or 2. 3 years regular service with Pay level of 6, as Sr. Assistant / Superintendent or its equivalent administrative post</li> <li>b) Possessing qualifications as prescribed in Col. 7</li> </ul>
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

SENIOR ASSISTANT

1.	Name of Post	Senior Assistant
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 6 <i>Rs 4200</i>
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> <b>a) Educational Qualification:</b> Bachelor's Degree with 55% marks or its equivalent from recognized University or Institute in any discipline  OR Master's Degree from a recognized University or Institute with excellent academic record.  <b>b) Experience</b> 3 Years working experience in the Pay Level 4 or equivalent in the administration/ accounts/ store/ purchase/examination departments of institute of higher education  <b>c) Computer proficiency</b> Must qualify skill test / trade test to be conducted to test the working knowledge about the computer proficiency.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
9.	Period of probation, if any	As per SPA Statues
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 promotion from Assistant with Pay Level 4 and above (failing which by deputation (including short term contract)  25% by Departmental Promotion Test, failing

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		<p>which by deputation (including short term contract)</p> <p>25% by direct Recruitment /100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.</p>
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b></p> <p>i) Assistant with 5 years regular service in Pay Level 4 and above selected on the basis of DPC, and service record, as specified under these regulations.</p> <p>ii) For Departmental Promotion Test quota, Assistant or equivalent post with 3 years regular service in pay level of 4, to be selected on the basis of departmental test, interview and service record, as specified under these regulations.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.</p> <p>a) 1. Holding analogous post or 2. With atleast 3 years regular service in posts in Pay Level of 4 as Assistant or its equivalent post.</p> <p>b) Possessing educational Qualifications and experience prescribed in Col. 7</p>
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

## ASSISTANT

1.	Name of Post	Assistant
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 4 <i>Rs 2400</i>
5.	Whether Selection Post or non-Selection Posts	Non-Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  <b>a) Educational Qualification:</b> Graduate in any discipline from a recognized University.  <b>b) Experience:</b> 3 Years working experience in the Pay Level of 2 or equivalent in the administration/ accounts/ store/ purchase/examination departments of institute of higher education  <b>c) Computer proficiency</b> Must qualify skill test / trade test to be conducted to test the working knowledge about the computer proficiency.
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 at least 10+2 and having proficiency in Computer Applications
9.	Period of probation, if any	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 promotion, failing which by deputation (including short term contract)  50% by Direct Recruitment / 100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> Junior Assistant with 5 years regular service in Pay Level 2.

		<b>Deputation:</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory. a) 1. Holding analogous post or 2. 5 years regular service in the Pay Level of 2 as Junior Assistant or its equivalent. b) Possessing educational qualifications and experience as prescribed in Col.7
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



## JUNIOR ASSISTANT

1.	Name of Post	Junior Assistant
2.	Number of posts	As per sanctioned strength
3.	Classification	Group - C
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 2 <i>Rs 1900</i>
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> a) Senior Secondary (10+2) from a recognized board b) Minimum typing speed of 35 w.p.m. Must qualify skill test / trade test to be conducted to test the typing speed in this regard.  <b>Desirable:</b> Certificate in Computer Applications from a recognized institute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age bar :</b> No  <b>Educational Qualification &amp; Experience:</b> Must possess at least 10+2 and passing the skill test as applicable for the post.
9.	Period of probation, if any	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	80% by Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.  20% Through Promotion* on the basis of Limited Departmental Examination.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	From amongst departmental employees having 5 years of experience and possessing the educational qualifications as prescribed in col. (7) on the basis of a Limited Departmental Competitive Examination to be held by the SPAs
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



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**PRIVATE SECRETARY**

1.	Name of Post	<b>Private Secretary</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 8 After 4 years of regular service, the incumbent will be eligible for upgradation in the Pay Level 9 (NFG).
5.	Whether Selection Post or non-Selection Posts	Selection
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 by deputation ( including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b><u>Promotion</u></b></p> <p>Senior Stenographer (PA) with 5 years regular service in the Pay Level 6 selected on the basis of DPC, interview and service record as specified under these regulations.</p> <p><b><u>Deputation (including short term Contract):</u></b></p> <p>Officers of the Central / State Govt. or similar organized services / semi-Govt./PSU/ autonomous organization / University / Institute of National Importance</p> <p>a) 1. Holding analogous post or 2. With at least 5 years regular service in the Pay Level 6 as Senior Stenographer/ PA or its equivalent post.</p> <p>b) Educational Qualifications and experience.</p> <p><b><u>Essential:</u></b> Bachelors Degree in any stream from a</p>

		<p>recognized University. Minimum speed in short hand 100 w.p.m. in Stenography.</p> <p><b>Desirable:</b> Diploma/Certificate Course in Secretarial Practice or in relevant field from a recognized institutes</p>
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**PERSONAL ASSISTANT**

1.	Name of Post	<b>Personal Assistant</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Level 6
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> a) Graduate in any discipline or its equivalent from recognized Board or University. b) Minimum speed of 100 w.p.m. in stenography. Must qualify skill test / trade test to be conducted to test the Stenography speed in this regard. c) 3 Years working experience in the Pay Level of 2 or equivalent as Stenographer  <b>Desirable:</b> i) Certificate in Computer Applications from a recognized institute. ii) Diploma/Certificate Course in Secretarial Practice or in relevant field from a recognized institutes
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
9.	Period of probation, if any	As per SPA Statues
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 promotion*, failing which by deputation (including short term contract)  50% Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay	<b>Promotion:</b> 5 years regular service in the Pay Level of 4

	Matrix from which promotion / deputation / transfer to be made	<p>as Stenographer selected on the basis of DPC, interview and service record as specified under these regulations.</p> <p><b><u>Deputation (including short term Contract):</u></b></p> <p>Officers of the Central / State Govt. or / Universities recognized Research or Institute of National Importance or Govt. laboratory or PSU:-</p> <p>a) 1. Holding analogous post or; 2. With at least 5 years regular service in the Pay Level of 4 or its equivalent post.</p> <p>b) Possessing educational qualifications and experience as prescribed in Col.7</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**STENOGRAPHER**

1.	Name of Post	<b>Stenographer</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Level 4
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relaxable for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> a) Graduate in any discipline or its equivalent from recognized Board or University. b) Minimum speed of 80 w.p.m. in stenography. Must qualify skill test / trade test to be conducted to test the Stenography speed in this regard.  <b>Desirable:</b> i) Certificate in Computer Applications from a recognized institute. ii) Diploma/Certificate Course in Secretarial Practice or in relevant field from a recognized institutes
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
9.	Period of probation, if any	As per SPA Statues
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% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix 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

LIBRARIAN

1.	Name of Post	<b>Librarian</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – A
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Level 14
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	Deputation (including short term contracts) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Government of India by orders issued in this regard from time to time.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b><u>Deputation (including short term contract):</u></b>  Officers of the Central / State Govt. / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Universities/ University level Institution or PSU</p> <p>a) i. Holding analogous post or  ii. With at least 3 years' service in posts in PB-4 (Rs. 37400 – 67000) with GP of Rs. 8700/- or AGP of Rs. 9000/- (in the pay level 13 and above as per 7<sup>th</sup> CPC) and having experience of innovative library service and commitment for computerization of library.</p> <p>b) Educational Qualifications and experience</p> <p><b><u>Essential:</u></b>  i) Masters' 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 set out in these Regulations.  ii) At least 10 years' experience as a Deputy</p>

		<p>Librarian or its equivalent posts in the library of technical University, educational institute of national importance, or any other large technical library at least 3 years being spent on a post in PB-4 with GP of Rs. 8700/- (in pay level 13 and above as per 7<sup>th</sup> CPC)</p> <p><b>Experience:</b> Experience of innovative Library service and commitment for computerization of library.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable




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### DEPUTY LIBRARIAN

1.	Name of Post	<b>Deputy Librarian</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – A
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 12.  After five years of service as Deputy Librarian in the pay level 12 an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher pay level 13 with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 50 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  i) Masters' Degree in Library Science/Information Science/Documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of 'B' in the UGC Seven point scale and a consistently good academic record.  ii) 8 years' experience as an Assistant University Librarian / College Librarian/LIO or equivalent in the pay level 10 and above
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 at least Masters' Degree Library Science or equivalent from a recognized university/institute.
9.	Period of probation, if any	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 promotion failing which by deputation (including short term contract).  50% direct recruitment
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> From Assistant Librarian or equivalent post with a regular service of at least 10 years with relevant experience in the pay level 10 and above.  <b>Deputation (including short term contract):</b> Officers from the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.  a) 1. Holding analogous post or 2. With atleast 5 years regular service as Assistant Librarian or its equivalent posts in the pay level 11 and above. And having experience of innovative Library service and commitment for computerization of library.  b). possessing educational qualification and experience as prescribed in Col. 7
12.	If DPC exists, what is its composition	As per SPA Statue
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

# ASSISTANT LIBRARIAN

1.	Name of Post	<b>Assistant Librarian</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the	Group – A
4.	Scale of Pay (LEVEL in the PAY MATRIX)	<p>Level 10.</p> <p>After five years of service as Assistant Librarian / LIO in level 10 of Pay Matrix an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher level 11 of Pay Matrix with the designation as 'Sr. Scale of Assistant Librarian.</p> <p>Note: Those who are already appointed as LIO on GP of Rs. 5400/- will be assessed by a Selection Committee for re-designation as Assistant Librarian, if otherwise they found eligible and fulfill the qualification and experience of Assistant Librarian as mentioned below.</p>
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	<p>Not exceeding 35 years</p> <p>Note: Relax able for Departmental / Ex-Serviceman candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.</p>
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i). Master's Degree in Library Science/ Information Science/ Documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record.</p> <p>ii). Having 3 years of experience as Sr. Library &amp; Information Assistant or its equivalent posts.</p> <p><b>Desirable:</b></p> <p>Experience of innovative Library service and commitment for computerization of library.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age bar: Note applicable</p> <p>Educational Qualification: No, but must possess at least Master's Degree Library science/ Information Science/</p>

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		Documentation Science or equivalent from a recognized University/Institute.
9.	Period of probation, if any	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% on promotion failing which by deputation (including short term Contract)  50% Direct Recruitment /100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> Promotion from the post of Sr. Library & Information Assistant / its equivalent posts in the pay level 6 of Pay Matrix with 8 years regular service through prescribed test and interview.  <b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.  a) Holding analogous post or Having 5 years of experience in the pay level 6.  b) Possessing qualification as prescribed in Col. 7
12.	If DPC exists, what is its composition	As per SPA Statues
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**SENIOR LIBRARY AND INFORMATION ASSISTANT**

1.	Name of Post	<b>Senior Library and Information Assistant</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 6
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> a) Bachelor's Degree with 55% marks or its equivalent grade point in Library/Information Science, or equivalent Degree from recognized University/Institutes  b) 3 years of experience in Pay Level 4 as Library and Information Assistant or equivalent.  <b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent from a recognized Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No, but must possess at least Diploma / Certificate Course in Library/Information Science from recognized Institutions
9.	Period of probation, if any	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 promotion, failing which by deputation (including short term contract)  50% by Direct Recruitment /100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> 5 years regular service in the Pay Level of 4 and above as Library and Information Assistant or its equivalent posts.  <b>Deputation (including short term Contract):</b>  Officers of the Central / State Govt. or / Universities recognized Research or Institute

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		of National Importance or Govt. laboratory or PSU:-  a) 1. Holding analogous post or; 2. With at least 5 years regular service in the Pay Level of 4 or its equivalent post.  b) Possessing qualifications as mentioned in the Col. 7
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**LIBRARY & INFORMATION ASSISTANT**

1.	Name of Post	<b>Library &amp; Information Assistant</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Pay Level 4
5.	Whether Selection Post or non-Selection Posts	Non Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	i) Bachelor's Degree in Library/Information Science, or equivalent Degree from recognized University/Institutes  <b>OR</b> Graduate Degree from recognized University with good academic record and Diploma/Certificate Course in Library Science/Information Science from recognized Institutions.  ii) 3 years of experience in Pay Level 2 as Junior Library and Information Assistant or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
9.	Period of probation, if any	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 promotion, failing which by deputation (including short term contract)  50% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> 5 years of experience in Pay Level 2 as Junior Library and Information Assistant or equivalent.  <b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / autonomous organization / Universities recognized Research Institutions or Institute

		of National Importance or Universities/ University level Institution or PSU a) 1. Holding analogous post or 2. With at least 3 years' service in posts in Pay Level 2 or equivalent.  2) Educational Qualifications and experience As mentioned in Col.7
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



# JUNIOR LIBRARY & INFORMATION ASSISTANT

1.	Name of Post	Junior Library & Information Assistant
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 2
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	B.Lib.Sc/B.L.I.Sc. from recognized University <b>OR</b> Graduate Degree from recognized University with good academic record and Diploma/Certificate course in Library Science/ Information Technology from recognized Institutions.  <u><b>DESIRABLE:</b></u>  One year of relevant experience
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	As per SPA Statute
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% 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



## EXECUTIVE ENGINEER

1.	Name of Post	<b>Executive Engineer</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of post	Group – A
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 11.  After five years of service as Executive Engineer in the pay level an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay level of 12 with the same designation.
5.	Whether Selection Post or non-Selection Posts	Selection
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	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 Promotion, failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> Assistant Engineer in pay level 9 with regular service of 3 years and possessing Degree in Engineering from a recognized University or Institution or any other equivalent qualification and have successfully completed 2 week course on contract law, E-Governance, Building bye-laws and Building Electrification.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.</p> <p>a) i. Holding analogous post or ii. With at least 8 years regular service as Assistant Executive Engineer OR Assistant Engineer in pay level of 7 and above with regular service and have successfully completed 2 week course on contract law, E-Governance,</p>

		<p>Building bye-laws and Building Electrification or equivalent; and</p> <p><b>b) Qualification</b></p> <p><b>Essential:</b></p> <p>i). Bachelor's Degree with 60% marks in Engineering (Electrical/Civil) or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized University/Institute.</p> <p><b>Desirable:</b></p> <p>i). Knowledge of computer – aided Design (CAD) and latest Management Technology / other relevant software.</p> <p>ii). Proven track record of handling projects/ works in reputed organization of relevant magnitude and qualities.</p> <p>iii). Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.</p>
12.	If DPC exists, what is its composition	As per SPA Statues
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**ASSISTANT ENGINEER (CIVIL / ELECTRICAL)**

1.	Name of Post	<b>Assistant Engineer (Civil / Electrical)</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Level 7.  After five years of service as Assistant Engineer in the pay level an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay level of 8 with the same designation and further after 4 years of regular service incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay level of 9 with the same designation
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	a) BE/B. Tech in Electrical Engg. / Civil Engineering from the recognized University / Institute  b) 3 years of working experience as Junior Engineer in the relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No, but must possess at least Diploma in Engineering of 3 years duration in relevant field from a recognized polytechnic or institute.
9.	Period of probation, if any	As per SPA Statues
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 promotion*, failing which by deputation (including short term contract)  50% by Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b>  5 years of working experience as Junior Engineer in the relevant field.

		<p><b><u>Deputation (including short term Contract):</u></b></p> <p>Officers of the Central / State Govt. or similar organized services / semi-Govt./PSU/ autonomous organization / University / Institute of National Importance</p> <p>a) 1. Holding analogous post; OR 2. With at least 3 years regular service in posts in the Pay Level of 6.</p> <p>b) Educational Qualifications as prescribed in Col. 7</p>
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

## JUNIOR ENGINEER (CIVIL / ELECTRICAL)

1.	Name of Post	<b>Junior Engineer (Civil / Electrical)</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 6
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Diploma in Engineering with 55% marks or equivalent grade point in relevant field from recognized Board/Institute.  3 years of working experience in the relevant field
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	As per SPA Statues
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% 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

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### TECHNICAL OFFICER

1.	Name of Post	Technical Officer
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – A
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 10.  After five years of service as Technical Officer in the Pay Level of 10 an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher Pay Level of Level 11 with the designation as Sr. Technical Officer.
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> B.E. / B. Tech/ M.Sc. With at least 55% in the relevant field from the recognized University / Institute.  5 years of working experience in the relevant technical field of higher educational institutions
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable  Educational Qualification: Yes
9.	Period of probation, if any	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% on promotion* failing which by deputation (including short term Contract)  50% Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> Promotion from the post of Technical Superintendent in the Pay Level of 8 with at least 5 year regular service or Technical Superintendent in the Pay Level of 7 with at least 8 year regular service, through prescribed test and interview.

		<b>Deputation:</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory. a) Holding analogous post or b) 5 years regular service in pay level of level 7 and above b) Possessing qualification and experience as prescribed in column No. 7
12.	If DPC exists, what is its composition	As per SPA Statues
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



## SYSTEM ADMINISTRATOR

1.	Name of Post	<b>System Administrator</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – A
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 10.  After five years of service as System Administrator in the pay level of 10 an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay Level of 11 with the designation as Sr. System Administrator.
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	B. Tech / M. Tech in Electronic Engineering/ Computer Science or MCA or equivalent degree in the relevant field with at least 55% marks.  At least 5 year experience 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 the case of promotes	Age bar: Not applicable  Educational Qualification: Yes, as prescribed in column no. 7
9.	Period of probation, if any	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% on promotion* failing which by deputation (including short term Contract)  50% Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> Promotion from the post of Jr. System Analyst (Superintendent Technical) in the Pay Level of 8 with at least 5 year regular

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		<p>service or Jr. System Analyst or its equivalent posts in the Pay Level of 7 with at least 8 year regular service, through prescribed test and interview.</p> <p><b>Deputation:</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.</p> <p>a) Holding analogous post or b) 5 years regular service in pay level of level 7 and above c) Possessing qualification and experience as prescribed in column No. 7</p>
12.	If DPC exists, what is its composition	As per SPA Statues
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**SUPERINTENDENT (TECHNICAL)**

1.	Name of Post	<b>Superintendent (Technical)</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B.
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 7
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not Exceeding 35 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><b>a) Essential:</b></p> <p>I) Educational Qualification: i) Bachelor's Degree in Sciences or Engineering with 55% marks or equivalent grade in relevant subject from a recognized University / Institute OR Master's Degree in Science or Computer Application with 50% marks</p> <p>II) Experience: 5 years as Technical Assistant in the Pay Level 6 or equivalent in the relevant department of higher education institutes.</p> <p><b>b) Desirable:</b> To be prescribed as per the requirement in different fields of posting such as:</p> <p><b>Workshop / Studio</b> Diploma in Industrial Design/ Architecture /Planning /Civil Engineering / Industrial Engineering</p> <p>Experience of handling Workshop and demonstration for minimum 01 years at University level institutions of Architecture/Planning/Engineering/Design</p> <p><b>Computer Lab</b> Bachelor Degree in Computer / IT / PGDCA (Post Graduate Diploma in</p>

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		<p>Computer Application)/DCA (Diploma in Computer Application) from Govt. Polytechnic / reputed recognized University /DOEACC 'A' Level</p> <p>At least 01 year experience in the area of Networking, Security &amp; System Administration as Computer Lab In-charge in a Govt. / Semi Govt. Department/Autonomous Bodies/reputed recognized University / Institutions /Multinational Company</p> <p><b><u>GIS</u></b> Post-Graduation Diploma in Geo-Informatics/Geographical Information System / Remote Sensing from a recognized University/Institution/Board.</p> <p>At least 01 year relevant experience in Laboratory or Research in a Govt. / Semi Govt. Department/Autonomous Bodies/reputed recognized University / Institutions</p> <p><b><u>Graphics Design</u></b> Diploma/Certificate in Design At least 1 year relevant experience</p> <p><b><u>ST Models</u></b> Diploma/Certificate in Craftsmanship At least 1 year relevant experience</p> <p><b><u>ST Audio-Visual</u></b> Diploma in Sound System At least 1 year relevant experience</p> <p><b><u>Conservation Lab</u></b> As per NRCL/NMI directives Diploma in Architecture</p> <p><b><u>ST Civil</u></b> Diploma in Civil Engineering 1 year experience in Material testing lab/Survey Lab</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age No</p> <p>Educational qualification: Yes as per column no. 7</p>
9.	Period of probation, if any	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 promotion*, failing which by deputation (including short term contract)  50% Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> Technical Assistant or its equivalent with 5 years regular service in the Pay Level 6 selected on the basis of trade test, interview and service record, as specified under these regulations.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.</p> <p>a) 1. Holding analogous post or 2. With at least 5 years regular service in the Pay Level 6 or equivalent</p> <p>b) Educational Qualifications and experience as prescribed in Column no. 7</p>
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**ASSISTANT SUPERINTENDENT (TECHNICAL)**

1.	Name of Post	<b>Assistant Superintendent (Technical)</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 6
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><b>a) Essential:</b></p> <p>i) Bachelor's Degree in Sciences or Engineering in relevant subject from a recognized University / Institute</p> <p>ii) Experience: 2 years as Jr. Superintendent Technical or its equivalent in the pay level of 4 and equivalent in the relevant department of higher education institutes.</p> <p><b>b) Desirable:</b> To be prescribed as per the requirement in different fields of posting such as:</p> <p><b>Workshop / Studio</b> Diploma in Industrial Design/Architecture/Planning/Civil Engineering/Industrial Engineering</p> <p>Experience of handling Workshop and demonstration for minimum 01 years at University level institutions of Architecture/Planning/Engineering/Design</p> <p><b>Computer Lab / Programming</b> Bachelor Degree in Computer / IT / PGDCA (Post Graduate Diploma in Computer Application)/DCA (Diploma in Computer Application) from Govt. Polytechnic / reputed recognized University /DOEACC 'A' Level</p> <p>At least 01 year experience in the area of Networking, Security &amp; System</p>

		<p>Administration as Computer Lab In-charge in a Govt. / Semi Govt. Department/Autonomous Bodies/reputed recognized University / Institutions /Multinational Company</p> <p><b>GIS</b> Post-Graduation Diploma in Geo-Informatics/Geographical Information System / Remote Sensing from a recognized University/Institution/Board.</p> <p>At least 01 year relevant experience in Laboratory or Research in a Govt. / Semi Govt. Department/Autonomous Bodies/reputed recognized University / Institutions</p> <p><b>Graphics Design</b> Diploma/Certificate in Design At least 1 year relevant experience</p> <p><b>AST Models</b> Diploma/Certificate in Craftsmanship At least 1 year relevant experience</p> <p><b>AST Audio-Visual</b> Diploma in Sound System / Photography At least 1 year relevant experience</p> <p><b>Conservation Lab</b> As per NRCL/NMI directives Diploma in Architecture</p> <p><b>AST Civil</b> Diploma in Civil Engineering 1 year experience in Material testing lab/Survey Lab</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age No:</p> <p>Educational qualification: Yes as per column no. 7</p>
9.	Period of probation, if any	As per SPA Statues
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	<p>50% by promotion* (failing which by deputation (including short term contract)</p> <p>50% by Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.</p>



11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> Jr. Superintendent Technical or equivalent in the pay level 4 and above with 5 years regular service selected on the basis of DPC, trade test, interview and service record, as specified under these regulations.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / or Similar organized services/Semi-Govt./PSU/ Autonomous organization / University Institute of national importance: a) i. Holding analogous post OR ii. 5 years regular service in the pay level 4 and above as Jr. Superintendent Technical or its equivalent post. b) Possessing educational Qualifications and experience as prescribed in Col.7</p>
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**JUNIOR SUPERINTENDENT (TECHNICAL)**

1.	Name of Post	<b>Junior Superintendent (Technical)</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Pay Level 4
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><b>a) Essential:</b></p> <p>i) Diploma in Industrial Design/Architecture/Planning / Civil Engineering / Electrical Engineering/Industrial Engineering from recognized university / board / institute <b>OR</b> Bachelor Degree in Science / Engineering or its equivalent in relevant area</p> <p>ii) Two years of experience in the relevant field in the concerned department of the higher educational institute</p> <p><b>b) Desirable:</b> To be prescribed as per the requirement in different field of posting such as:</p> <p><b>Workshop / Studio</b> Diploma in Industrial Design/Architecture/Planning/Civil Engineering/Industrial Engineering</p> <p>Experience of handling Workshop and demonstration for minimum 01 years at University level institutions of Architecture/Planning/Engineering/Design</p>

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		<p><b><u>Computer Lab / Programming</u></b> DCA (Diploma in Computer Application) from Govt. Polytechnic / reputed recognized University / DOEACC 'A' Level</p> <p>At least 01 year experience in the area of Networking, Security &amp; System Administration as Computer Lab in a Govt. / Semi Govt. Department/Autonomous Bodies/reputed recognized University / Institutions /Multinational Company</p> <p><b><u>GIS</u></b> Diploma in Geo-Informatics/Geographical Information System / Remote Sensing from a recognized University/Institution/Board.</p> <p>At least 01 year relevant experience in Laboratory or Research in a Govt. / Semi Govt. Department/Autonomous Bodies/reputed recognized University / Institutions</p> <p><b><u>Graphics Design</u></b> Diploma/Certificate in Design At least 1 year relevant experience</p> <p><b><u>AST Models</u></b> Diploma/Certificate in Craftsmanship At least 1 year relevant experience</p> <p><b><u>AST Audio-Visual</u></b> Diploma in Sound System / Photography At least 1 year relevant experience</p> <p><b><u>Conservation Lab</u></b> As per NRCL/NMI directives Diploma in Architecture</p> <p><b><u>AST Civil</u></b> Diploma in Civil Engineering 1 year experience in Material testing lab/Survey Lab</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age: No</p> <p>Educational Qualification: Yes, as per column no. 7</p>
9.	Period of probation, if any	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	<p>50% by promotion* (failing which by deputation (including short term contract)</p> <p>50% by Direct Recruitment* / *100% direct</p>

	methods	recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> From the post of Technician or its equivalent post in the pay level 3 having 5years regular service selected on the basis of DPC, trade test, interview and service record, as specified under these regulations.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / or Similar organized services/Semi-Govt./PSU/ Autonomous organization / University Institute of national importance: a) i. Holding analogous post OR ii. 5 years regular service in the pay level 3 and above as Technician or its equivalent post. b) Possessing educational Qualifications and experience as prescribed in Col.7</p>
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

## TECHNICIAN

1.	Name of Post	<b>Technician</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 3  Note: Those who are already appointed by other designations in GP of Rs. 1800/1900/- and having similar qualification/job profile will be assessed by a Selection Committee for re-designation as Technician in the pay level 3, if otherwise they found eligible and fulfill the qualification and experience of the Technician as mentioned below.
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	10+2 with Certificate course from ITI / Polytechnic in the relevant field  At least 03 year experience in the relevant area.
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	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	Direct Recruitment - 100%
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix 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

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### STUDENT ACTIVITY AND SPORTS (SAS) OFFICER

1.	Name of Post	<b>Student Activity and Sports (SAS) Officer</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – A
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 10.  After five years of service as SAS Officer in the pay level of 10 an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay level of 11 in the Senior Scale of SAS Officer.
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 40 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><b>a) Essential:</b> Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least 55% marks or its equivalent grade in the CGPA/UGC seven point scale with good academic record from recognized University/Institute. Record of having represented the University/College at 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 physical fitness test conducted in accordance with the UGC regulations for the similar post.</p> <p><b>b) Desirable:</b></p> <ul style="list-style-type: none"> <li>i) Experience in guiding group of students in creative activities.</li> <li>ii) 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</li> </ul>



		iii) during college/ University studies. Record of organizing such events as students convener or in later part of life.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Note applicable  Educational Qualification: No, but must possess at least Master's Degree Physical Education or Sport Science or equivalent from a recognized university/institute.
9.	Period of probation, if any	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% on promotion* failing which by deputation (including short term Contract)  50% by Direct Recruitment* / *100% direct recruitment wherever no sanctioned strength in the feeder cadre is available.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Promotion:</b> Promotion from the post of SAS Assistant or its equivalent post in the pay level of 6 or above with 10 year regular service through prescribed test and interview.  <b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance or Govt. Laboratory.  a) i) Holding analogous post or ii) SAS Assistant or its equivalent post in the pay level of 6 and above with 8 year regular service.  b) Possessing educational qualification as prescribed in column No. 7
12.	If DPC exists, what is its composition	As per SPA Statues
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



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**SAS (STUDENTS ACTIVITY AND SPORTS) ASSISTANT**

1.	Name of Post	<b>SAS (Students Activity and Sports) Assistant</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 6  After five years of service as SAS Assistant in the pay level of 6 an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay level of 7 in the senior scale of SAS Assistant designation.
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	i) Bachelor Degree in Physical Education or its equivalent degree with 55% marks from a recognized University or Institute.  ii) Strong record of participation in college activities including arts (paints, photographs, drama, dance, music) event management, journalism etc.  iii) And passed physical fitness test conducted in accordance with the regulations for the similar post.
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	As per SPA Statues
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, Level in the Pay Matrix from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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## MEDICAL OFFICER

1.	Name of Post	<b>Medical Officer</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – A
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Level 10 + NPA as per Govt. instructions.
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> MBBS Degree and must be registered in a State Medical Register or Indian Medical Register.  <b>Desirable:</b> Post Graduate qualification preferably MD in General medicine.
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	As per SPA Statues.
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% Direct Recruitment, failing which by deputation (including short term Contract)
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Deputation:</b> Officers under the central/ State Governments or similar organized services/ Semi-Govt. / PSU/ Statutory or Autonomous organization/ University/ Institute of National Importance. a) Holding analogous post or b) Possessing educational qualification as prescribed in column No. 7
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	As per the statues and SPA Act, 2014

**NURSING ASSISTANT**

1.	Name of Post	<b>Nursing Assistant</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – B
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Pay Level 6
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	B.Sc. Nursing with 2 years experience  OR 3 years Diploma in Nursing & Midwifery with 5 years experience.
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	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% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix 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

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## ESTATE CUM SECURITY OFFICER

1.	Name of Post	<b>Estate cum Security Officer</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 8.  After 4 years of regular service, the incumbent will be eligible for upgradation in the Pay Level 9 (NFG).
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 40 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	Bachelor's degree with 55 % marks or equivalent grade from a recognized University / Institute with 5 years of experience in pay level of 6, in Armed Forces / Central paramilitary Forces in Govt. organization / State Police / other related Govt. organizations.  <b>Desirable:</b> Experience of maintaining buildings, estates and security  Should have attended a training programme on Security operations / Fire safety / disaster management from a University / Institute / reputed organization.  Candidate should have proficiency in computer operation:
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	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	Direct recruitment failing which through deputation / short term contract.

11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<b>Deputation</b> Officers of the Central Govt. Forces / State Govt. Forces or any other related services:  a) 1. Holding analogous post on regular basis or 2. 3 years experience in pay level of 7, in the related area  b) Educational Qualifications as prescribed in Column 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

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## ESTATE CUM SECURITY SUPERVISOR

1.	Name of Post	<b>Estate cum Security Supervisor</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	<p>Level 4</p> <p>After five years of service as Estate Cum Security Supervisor in the pay level of 4 an incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay level of 5 further after 4 years of regular service incumbent will be assessed by Departmental Promotion committee (DPC) for moving to the higher pay level of 6 in the senior scale of Estate Cum Security Supervisor designation.</p>
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	<p>Not exceeding 35 years</p> <p>Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.</p>
7.	Educational and other qualifications required for direct recruits	<p>Bachelor's degree from a recognized University / Institute with 2 years of experience in Armed Forces / Central paramilitary Forces in Govt. organization / State Police / other related Govt. organizations.</p> <p><b>Desirable:</b></p> <p>Experience of maintaining buildings, estates and security.</p> <p>Should have attended a training programme on Security operations / Fire safety / disaster management from a University / Institute / reputed organization.</p>
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	As per SPA Statues



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% Direct recruitment failing which through deputation / short term contract.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Deputation</b> Officers of the Central Govt. Forces / State Govt. Forces or any other related services:</p> <p>a) 1. Holding analogous post on regular basis or 2. 2 year experience in pay level of 2 and above, in the related area</p> <p>b) Educational Qualifications as prescribed in Column No. 7.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



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**HINDI OFFICER**

1.	Name of Post	<b>Hindi Officer</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 8  After 4 years of regular service, the incumbent will be eligible for upgradation in the Pay Level 9 (NFG).
5.	Whether Selection Post or non-Selection Posts	Selection
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% Promotion, failing which through deputation / short term contract.
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> 5 years working experience as a Hindi Translator or its equivalent post in the pay level of 6 and above, in the related area</p> <p>8 years working experience as a Hindi Assistant or its equivalent post in the pay level of 5 and above, in the related area</p> <p>Master's degree from a recognized University / Institute in Hindi with English as a compulsory elective subject or as the medium of examination of the Bachelor.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central / State Govt. / PSU / autonomous organization / Universities recognized Research Institutions or Institute of National Importance.</p> <ol style="list-style-type: none"> <li>1. Holding analogous post OR having experience as mentioned in case of promotion</li> <li>2. Master's degree from a recognized University / Institute in Hindi with</li> </ol>

		English as a compulsory elective subject or as the medium of examination of the Bachelor
12.	If DPC exists, what is its composition	As per SPA Statutes
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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# HINDI TRANSLATOR

1.	Name of Post	<b>Hindi Translator</b>
2.	Number of posts	As per sanctioned strength
3.	Classification of the post	Group – B
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Level 6
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	i) Master's degree from a recognized University / Institute in Hindi with English as a compulsory elective subject or as the medium of examination of the Bachelor.  ii) 5 years working experience of the Rajbhasha / Hindi translation /Hindi Assistant or its equivalent post in the pay level of 4 and above in the related area
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	As per SPA Statues
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% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, Level in the Pay Matrix 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

## DRIVER

1.	Name of Post	Driver
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay (LEVEL in the PAY MATRIX)	Pay Level 2
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	Senior Secondary (10+2) from a recognized board with valid LCV/HCV Driving License  5 years driving experience
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	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

### MTS (MULTI TASKING STAFF)

1.	Name of Post	<b>MTS (Multi Tasking Staff)</b>
2.	Number of posts	As per sanctioned strength
3.	Classification	Group – C
4.	Scale of Pay <b>(LEVEL in the PAY MATRIX)</b>	Pay Level 1
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years  Note: Relax able for ex-service man / Departmental candidates / SC/ST/OBC/PWD posts as per the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<b>Qualification:</b> Senior Secondary (10+2) from a recognized board  <b>Desirable:</b> 2 years working experience on the similar post
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	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

**ANNEXURE-II**

**Comparative Chart of Existing and Recommended Posts**

S. No.	Post	Existing nomenclature and pay scales in the SPAs			Recommended nomenclature and pay scales of the posts as		Remarks
		New Delhi	Bhopal	Vijayawada			
1	Registrar	Registrar (37400-67000+GP10000)	Registrar (37400-67000+GP10000)	Registrar (37400-67000+GP10000)	Registrar	Level 14 Rs 10000/-	-
2	Deputy Registrar	Deputy Registrar (15600-39000+GP 7600)	Deputy Registrar (15600-39000+GP 7600)	Deputy Registrar (15600-39000+GP 7600)	Deputy Registrar	Level 12 Rs 7600	
3	Assistant Registrar	Assistant Registrar (15600-39000+GP 5400)	Assistant Registrar (15600-39000+GP 5400)	Assistant Registrar (15600-39000+GP 5400)	Assistant Registrar	Level 10 5400	
4	Section Officer	Section Officer (9300-34800+GP 4600)	Section Officer 9300-34800+GP 4800	Section Officer 9300-34800+GP 4800	Section Officer	Level 8 4800	Recommended for up-gradation of pay scale in the case of SPA Delhi to bring uniformity
5	Senior Assistant	Sr. Assistant/ Mess Manager/  (9300-20200+GP 4200)	Accountant / Jr.  Suprintendent / Multi Skill  Assistant / 9300-34800+GP 4200	Jr. Suprintendent (9300-34200+GP 4200)	Senior Assistant	Level 6 4200	Recommended for redesignation / merger of the posts to bring uniformity and reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
6	Assistant	Assistant (5200-20200+GP 2400)	-	-	Assistant	Level 4 2400	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
7	Jr. Assistant	Jr. Assistant/Caretaker/Clerk cum telephone operator/ Hindi typist (5200-20200+GP 1900)	Jr. Assistant (5200-20200+2000), Hostel  Assistant (5200-20200+1900)	Jr. Assistant (5200-20200+2000)	Jr. Assistant	Level 2 Rs 1900	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
8	Sr. Personal Assistant	Sr. Personal Assistant (Rs.4600 in PB-II)	Private Secretary (Rs.4600 in PB-II)	Private Secretary (Rs.4800 in PB-II)	Private Secretary	Level 8 Rs 4800/-	Recommended for change of nomenclature as Private Secretary and upgradation of pay scale considering the parity with Section Officer
9	Personal Assistant	Personal Assistant (Rs.4200 in PB-II)	Personal Assistant (Rs.4200 in PB-II)	Personal Assistant (Rs.4200 in PB-II)	Personal Assistant	Level 6 4200	
10	Stenographer	Stenographer (Rs.2400 in PB-II)	-	-	Stenographer	Level 4 2400	



11	Librarian	-	-	Librarian (37400-67000+GP10000)	Librarian	Level 14 Rs. 10000/-	Recommended for creation of post in SPA Delhi and SPA Bhopal as this post already exists in SPA Vijayawada
12	Deputy Librarian	-	Deputy Librarian (37400-67000+GP 8000)	Deputy Librarian (37400-67000+GP 8000)	Deputy Librarian	Level 12 7600	Recommended for creation of post in SPA Delhi as this post already exists in SPA Bhopal and SPA Vijayawada.
13	Assistant Librarian	Library Information Officer (Rs. 5400 in PB-III)	Assistant Librarian (Rs. 6000 in PB-III)	-	Library Assistant	Level 10 5400	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
14	Senior LIA	Sr. Library & Information Assistant, Technical Assistant Documentation) (Rs.4200 in PB-II)	Multi Skill Assistant Library (Rs.4200 in PB-II)	-	Sr. Library & Information Assistant	Level 6 4200	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
15	Library Information Assistant	Library & Information Assistant (Rs.2400 in PB-I)	-	-	Library & Information Assistant	Level 4 2400	
16	Jr. Library & Information Assistant	Jr. Library & Information Assistant (Rs. 1900 in PB-I)	Library Assistant (Rs.2000 in PB-I)	-	Jr. Library & Information Assistant	Level 2 1900	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
17	Executive Engineer	-	-	-	Executive Engineer (Civil / Electrical)	Level 11 6600	Recommended for creation of post in all three SPAs considering the construction / maintenance requirement of Schools
18	Assistant Engineer	Assistant Engineer (Rs.4600 in PB-II)	Assistant Engineer (Rs.4600 in PB-II)	Assistant Engineer (Rs.4600 in PB-II)	Assistant Engineer (Civil / Electrical)	Level 7 4600	
19	Junior Engineer	-	Junior Engineer (Rs.4200 in PB-II)	Junior Engineer (Rs.4200 in PB-II)	Junior Engineer (Civil / Electrical)	Level 6 4200	Recommended for creation of post in SPA Delhi as considering the construction / maintenance requirement of School as this post already exist in SPA Bhopal & Vijayawada
20							





21	Technical Officer	Technical Officer (LaB) (Rs.5400 in PB-III)	Technical Officer (Rs.5400 in PB-III)	Technical Officer (Rs.5400 in PB-III)	Technical Officer	Level 10 55400	
22	System Administrator	-	System Administrator (Rs.5400 in PB-III)	System Administrator (Rs.5400 in PB-III)	System Administrator	Level 10 5400	Recommended for creation of post in SPA Delhi as considering as this post already exist in SPA Bhopal & Vijayawada
23	Sr. Technical Assistant	Sr. Technical Assistant / Workshop Superintendent / Instructor AV/ JSA (Rs.4600 in PB-II)	Graphic Designer (Rs.4600 in PB-II)	-	Superintendent Technical	Level 7 4600	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
24	Tehchnical Assistant	Technical Assistant/Audio Visual Assistant/ Assistant Photographer (Rs.4200 in PB-II)	Jr. Superintendent (Tech) / Graphic Assistant / Workshop Supervisor (Rs.4200 in PB-II)	Jr. superintendent (Tech) (Rs.4200 in PB-II)	Asst. Superintendent - Technical	Level 6 4200	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
25	Jr. Superintendent Technical	Sr. Electrician (Rs.2400 in PB-I)	Workshop Studio Assistant (Rs. 2400 in PB-I)	-	Jr. Superintendent Technical	Level 4 2400	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
26	Technician	Mechanic/Carpenter / Electrician / Lab. Mechanic, Jr. Technical Assistnat, Electirc plumer / Technicl Assistnat Ferro Printing (Rs.1900 in PB-I)	Communication system Operation (Rs.2000 in PB-I)	Technical Assistant (Rs.2000 in PB-I)	Technician (Electrical / Mechanical / Civil / IT)	Level 3 2000	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre for the post which are having similar functional requirement in the three SPAs
27	SAS Officer	Sports Officer (Rs.5400 in PB-III)	-	-	Student Activity & Sports (SAS) Officer	Level 10 5400	Recommended for creation of post in SPA Bhopal & Vijayawada as this post already exist in SPA Delhi as per functional requirement for students related activities

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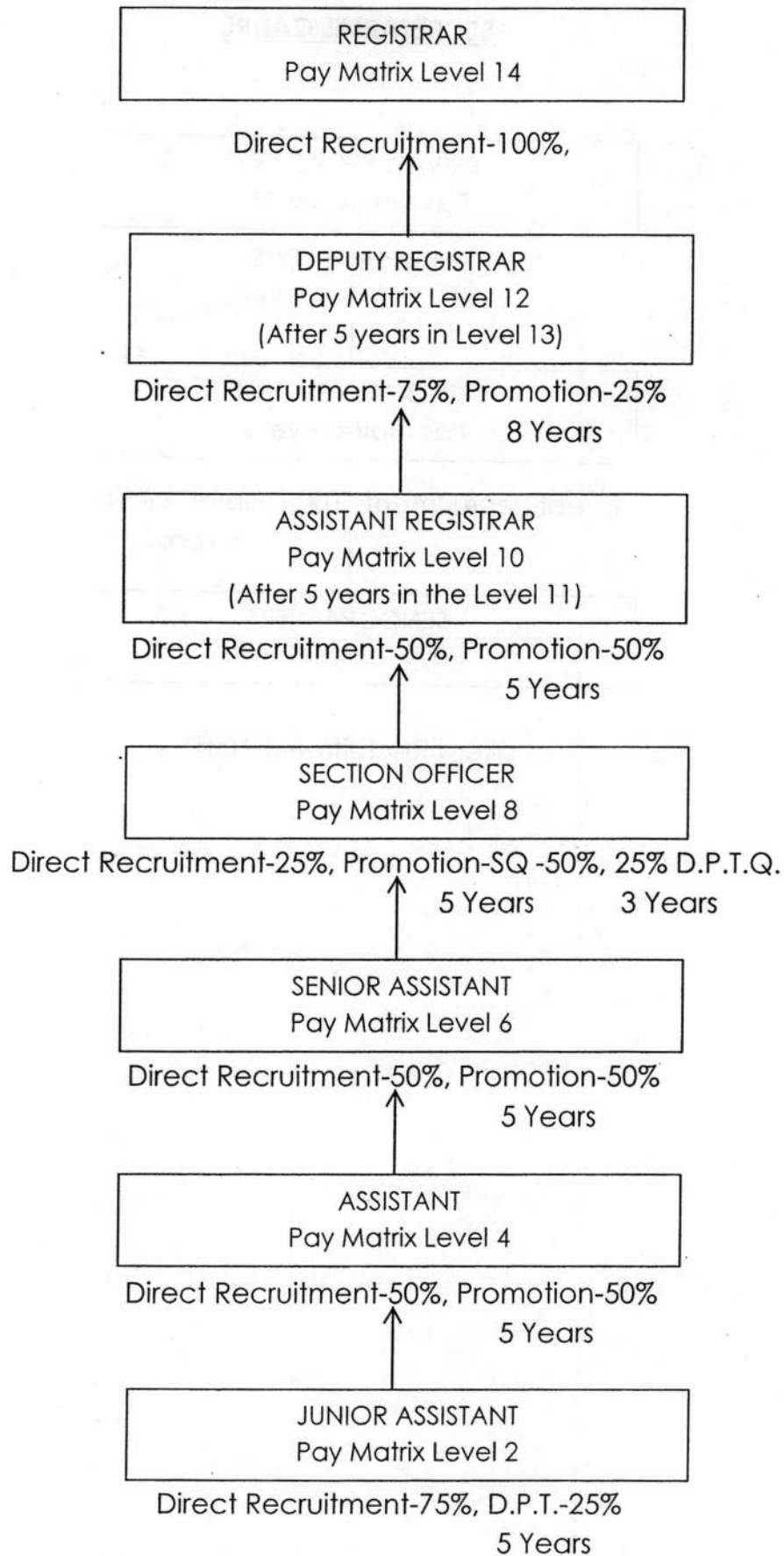


28	Assistant Sports Officer	-	Assistant Sports Officer (Rs.4200 in PB-II)	-	SAS (Student Activity & Sports) Assistant Medical Officer	Level 6 4200	Recommended for creation of post in SPA Delhi & Vijayawada as this post already exist in SPA Bhopal as per functional requirement for students related activities.
29	Medical Officer	-	-	-	Medical Officer	Level 10 5400	Recommended for creation of post in all three SPAs considering the requirement to meet out the medical emergency / health issues of the students and employees
30	Nursing Assistant	-	Nursing Assistant (Rs.4200 in PB-II)	-	Nursing Assistant	Level 6 4200	Recommended for creation of post in all three SPAs considering the requirement to meet out the medical emergency / health issues of the students and employees
31	Estate Cum Security Officer	-	Estate cum Security Officer (Rs.4800 in PB-II)	-	Estate Cum Security Officer	Level 8 4800	Recommended for creation of post in all three SPAs considering the requirement to the safety and security of premises, students and employees
32	Estate Cum Security Supervisor	Estate Cum Security Supervisor (Rs.2400 in PB-I)	-	-	Estate Cum Security Supervisor	Level 4 2400	Recommended for creation of post in SPA Bhopal and Vijayawada considering the requirement of the safety and security of premises, students and employees
33	Hindi Officer	-	-	-	Hindi Officer	Level 8 4800	Recommended for creation of post in all three SPAs considering the requirement to related to Rajbhasha Policy / guidelines of Govt. of India
34	Hindi Translator	Hindi Translator (Rs.4200 in PB-II)	Hindi Assistant (Rs.2800 in PB-II)	-	Hindi Translator	Level 6 4200	Recommended for redesignation / merger of the posts to bring uniformity, reduce the number of isolated cadre and to have common cadre as per the requirement of the Rajbhasha Policy / guidelines of the Govt. of India
35	Driver	Driver (Rs.1900 in PB-I)	-	-	Driver	Level 2 1900	Each SPA Bhopal & Vijayawada may consider if it is require, and propose separately for creation of this post within the prescribed ratio of the posts (i.e.1:1.1)

36	MTS	MTS (Rs.1800 In PB-I)	Lab Attendent (Rs. 1800 in PB-I)	-	MTS	Level 1 180	SPA Bhopal & Vijayawada may consider if it is require, and propose separately for creation of number of MTS within the prescribed ratio of the posts (i.e.1:1.1)
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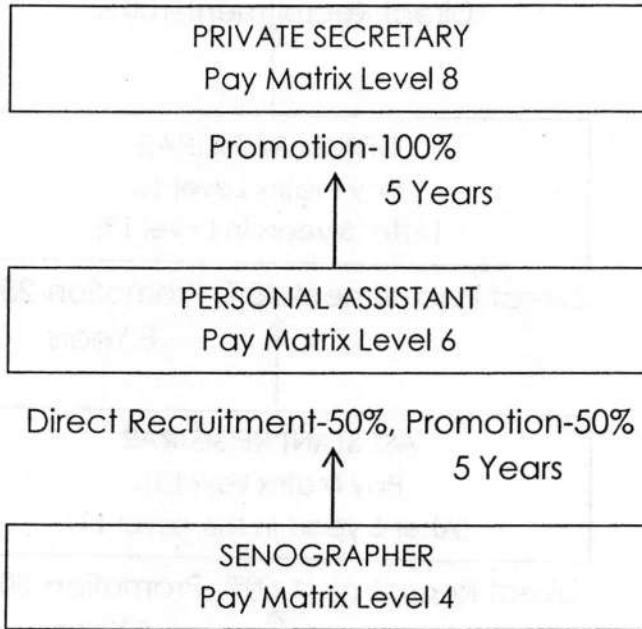
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CADRE CHART**MINISTRIAL / SECRETARIAL CADRE**

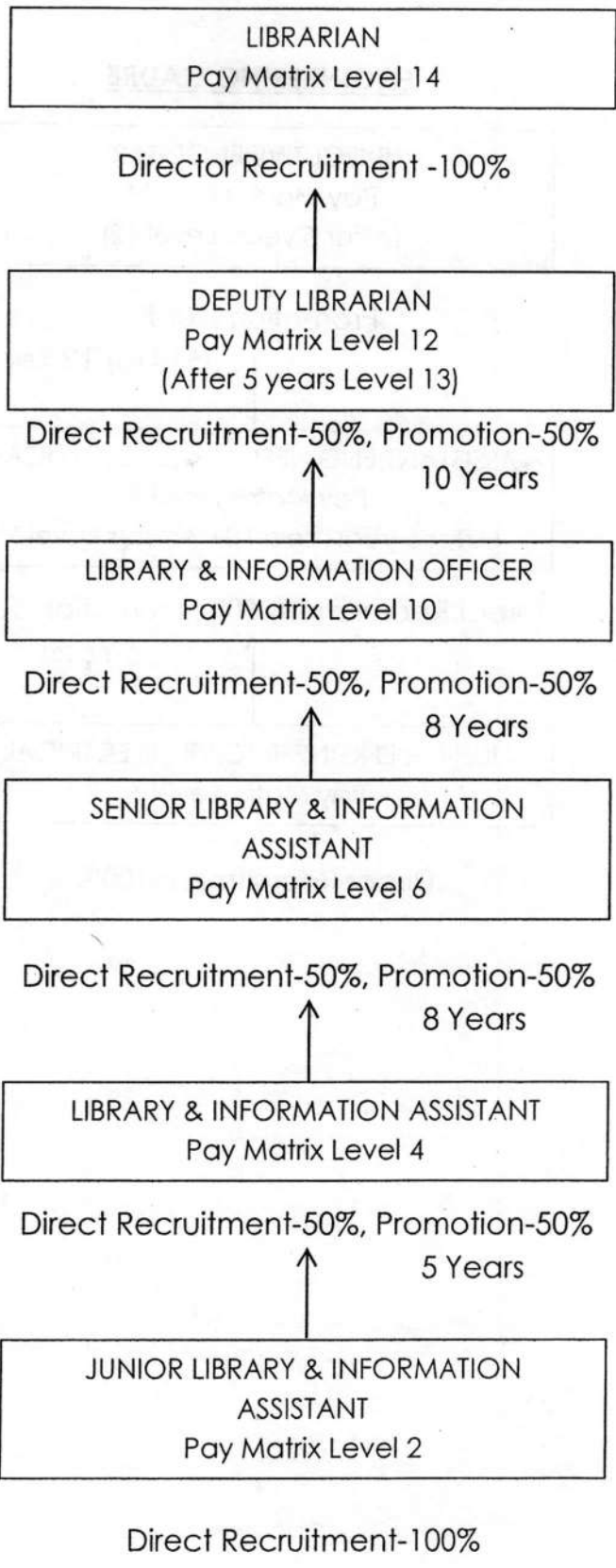


**SECRETARIAL CADRE**



Direct Recruitment-100%

**LIBRARY CADRE**



**ENGINEERING CADRE**

EXECUTIVE ENGINEER  
Pay Matrix Level 11  
(After 5 years Level 12)

Promotion -100%  
(5+4+3) 12 Years

ASSISTANT ENGINEER (CIVIL/ELECTRICAL)  
Pay Matrix Level 7  
(After 5 years Level 8+ 4 years Level 9)

Direct Recruitment-50%, Promotion-50%  
5 Years

JUNIOR ENGINEER (CIVIL /ELECTRICAL)  
Pay Matrix Level 6

Direct Recruitment-100%

**TECHNICAL CADRE**

TECHNICAL OFFICER / SYSTEM  
ADMINISTRATOR  
Pay Matrix Level 10  
(After 5 years Level 11)

Direct Recruitment-50%, Promotion-50%  
5 Years from Pay level 8

SUPERINTENDENT TECHNICAL  
Pay Matrix Level 7  
(After 5 years Level 8)

Direct Recruitment-50%, Promotion-50%  
5 Years

ASSISTANT SUPERINTENDENT TECHNICAL  
Pay Matrix Level 6

Direct Recruitment-50%, Promotion-50%  
5 Years

JUNIOR SUPERINTENDENT TECHNICAL  
Pay Matrix Level 4

Direct Recruitment-50%, Promotion-50%  
5 Years

TECHNICIAN  
Pay Matrix Level 3

Direct Recruitment-100%

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**SPORTS / STUDENT ACTIVITY CADRE**

STUDENT ACTIVITY AND SPORTS (SAS)  
OFFICER  
Pay Matrix Level 10  
(After 5 years Level 11)

Direct Recruitment-50%, Promotion-50%  
↑  
10 Years

SAS (STUDENTS ACTIVITY AND SPORTS)  
ASSISTANT  
Pay Matrix Level 6  
(After 5 years Level 7)

Direct Recruitment-100%

**ESTATE-CUM-SECURITY CADRE**

ESTATE-CUM-SECURITY OFFICER  
Pay Matrix Level 8

Direct Recruitment-100%



ESTATE CUM SECURITY SUPERVISOR  
Pay Matrix Level 4

Direct Recruitment-100%

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**RAJBHASHA CADRE**

HINDI OFFICER  
Pay Matrix Level 8

Direct Recruitment-100%



HINDI TRANSLATOR  
Pay Matrix Level 6

Direct Recruitment-100%



**ISOLATED CADRES**

MEDICAL OFFICER  
Pay Matrix Level 10

Direct Recruitment-100%

NURSING ASSISTANT  
Pay Matrix Level 6

Direct Recruitment-100%

DRIVER  
Pay Matrix Level 2

Direct Recruitment-100%

MTS (MULTI TASKING STAFF)  
Pay Matrix Level 1  
Scope of Promotion under 20% Quota  
of Junior Assistant



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F.No.6-01/2017-TS.VI(Part)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
\*\*\*\*

New Delhi dated 17<sup>th</sup> September, 2018

**ORDER**

**Subject : Constitution of a Sub-Committee to examine Recruitment Rules for the Non-Faculty positions of School of Planning and Architecture, at New Delhi, Bhopal and Vijayawada — regarding.**

Vide order No.6-01/2017-TS.VI dated 3<sup>rd</sup> February, 2017, a Committee was constituted with the approval of the Hon'ble HRM as the Chairperson of the SPA Council for framing Recruitment Rules for the Faculty and Non-Faculty positions of School of Planning and Architecture, located at Delhi, Bhopal and Vijayawada as per SPA Statutes, 2016. The said committee has since submitted its report and has recommended the recruitment rules for various faculty and non-faculty positions. On examination of the said report, it is observed that while there is similarity in the designation and pay scale of Faculty Staff in the three SPAs, there is variation in number of posts, designation, pay scale etc. of the non-faculty staff.

2. Accordingly, a Sub-Committee has been constituted with the approval of the Secretary (HE) to examine Recruitment Rules for Non-Faculty positions of School of Planning and Architecture, at New Delhi, Bhopal and Vijayawada in order to bring uniformity. The composition of the Sub-Committee is as under :

- (i) The Director, SPA New Delhi (as Chairperson of the Sub-Committee)
- (ii) Deputy Secretary (Admn), Ministry of Human Resource Development
- (iii) Registrar, IIT, Bombay
- (iv) Registrar of the three SPAs at New Delhi, Bhopal and Vijayawada
- (v) Registrar, NIT, Allahabad

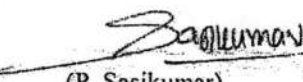
3. The terms of reference for the Sub-Committee are as under:

To examine the designation, nomenclature, number of posts, method of recruitment, educational qualifications, maximum age limit, experience, pay scales, promotional avenues, as well as to assess the position of non-faculty hired on contract and the services which can be procured by outsourcing/contract etc. as per standard student faculty ratio of 10:1 and faculty : non faculty ratio of 1:1.10.

4. The Sub-Committee will submit its report to the Secretary(HE), within a period 45 days from the date of issue of this order.

5. The secretarial support to the Sub-Committee will be provided by the SPA New Delhi and TA/DA as admissible to the members of the sub-Committee will be paid by the respective institutes.

6. This issues with the approval of the competent authority.

  
(P. Sasikumar)  
Deputy Secretary to the  
Government of India

To

1. The Director, School of Planning and Architecture, New Delhi
2. The Deputy Secretary (Admn), Ministry of Human Resource Development
3. The Registrar, Indian Institute of Technology Bombay, Powai, Mumbai
4. The Registrar, School of Planning and Architecture, New Delhi
5. The Registrar, School of Planning and Architecture, Bhopal
6. The Registrar, School of Planning and Architecture, Vijayawada
7. The Registrar, National Institute of Technology, Allahabad,



# योजना तथा वास्तुकला विद्यालय : नई दिल्ली

## School of Planning and Architecture: New Delhi

(An 'Institute of National Importance' under an Act of Parliament (Ministry of HRD, Govt. of India)

### MINUTES OF THE MEETING OF THE SUB-COMMITTEE, CONSTITUTED TO EXAMINE THE RECRUITMENT RULES FOR THE NON-FACULTY POSITIONS OF SCHOOL OF PLANNING & ARCHITECTURE (SPA) NEW DELHI, BHOPAL & VIJAYWADA, HELD ON FRIDAY, 11<sup>th</sup> January, 2019.

The second meeting of Sub-Committee, constituted by MHRD with the approval of Hon'ble HRM to examine the Recruitment Rules for the non-faculty positions of SPA, New Delhi, Bhopal & Vijayawada, was held on 11<sup>th</sup> January 2019, in the New Committee Room of SPA, New Delhi. The following members were present:

- |   |   |                 |
|---|---|-----------------|
| 1. Prof. Dr. P.S.N. Rao, Director SPA New Delhi     | - | Chairman        |
| 2. Mr. P. Sasikumar, Deputy Secretary, MHRD         | - | Member          |
| 3. Mr. Rajesh Moza, Registrar, SPA Bhopal           | - | Member          |
| 4. Mr. P.V.S. Shyam Kumar, AR & Registrar I/C, SPAV | - | Member          |
| 5. Dr. C. Giri, Former Registrar, IIPA New Delhi    | - | Special Invitee |
| 6. Mr. Umakant Agarwal, Registrar, New Delhi        | - | Member          |

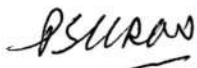
Dr. R. Premkumar, Registrar, IIT Bombay and Dr. Sarvesh K. Tiwari, Registrar, MNNIT Allahabad could not attend the meeting due to his pre occupancy.

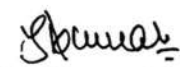
Director welcomed all the members of the Sub-Committee.

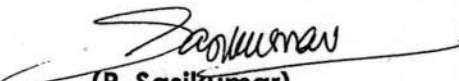
The draft Recruitment Rules and draft Report were discussed in the meeting and the corrections or suggestions will be carried out in the final report.

The Committee authorized the Chairman of the Sub-Committee (Director, SPA New Delhi) to submit the final Report on his own signature.

Meeting ended with vote of thanks to the Chair.

  
(Prof. Dr. P.S.N. Rao)  
Chairman

  
(P.V.S. Shyam Kumar)  
Member

  
(P. Sasikumar)  
Member

  
Dr. C. Giri  
Special Invitee

  
(Rajesh Moza)  
Member

  
(Umakant Agarwal)  
Member



**Minutes of the Meeting of the Sub-Committee, constituted to examine the Recruitment Rules for the non-faculty positions of SPA New Delhi, Bhopal & Vijayawada**

1 message

Registrar SPA Delhi <registrar@spa.ac.in>

Thu, Dec 27, 2018 at 11:28 PM

To: sasikumar.edu@nic.in, registrar@iitb.ac.in, registrar@mnnit.ac.in, registrar@spav.ac.in, registrar@spabhopal.ac.in

Cc: drpsnrao@hotmail.com, ukagarwal2006@gmail.com

Sir,

I am directed to forward herewith the minutes, approved by the Chairman, of the Sub-Committee, constituted to examine the Recruitment Rules for the non-faculty positions of SPA New Delhi, Bhopal & Vijayawada duly approved by the Chairman of the Committee for your kind perusal please.

Thanking you,

With Regards

(Sanjeev Joshia)  
PA to Registrar  
SPA, New Delhi



**Minutes of RR Committee.pdf**  
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योजना तथा वास्तुकला विद्यालय : नई दिल्ली

## School of Planning and Architecture: New Delhi

(An 'Institute of National Importance' under an Act of Parliament (Ministry of HRD, Govt. of India))

### MINUTES OF THE MEETING OF THE SUB-COMMITTEE, CONSTITUTED TO EXAMINE THE RECRUITMENT RULES FOR THE NON-FACULTY POSITIONS OF SCHOOL OF PLANNING & ARCHITECTURE (SPA) NEW DELHI, BHOPAL & VIJAYWADA, HELD ON FRIDAY, 21<sup>ST</sup> DECEMBER, 2018.

The meeting of Sub-Committee, constituted by MHRD with the approval of Hon'ble HRM to examine the Recruitment Rules for the non-faculty positions of SPA, New Delhi, Bhopal & Vijayawada, was held on 21<sup>st</sup> December 2018, in the New Committee Room of SPA, New Delhi. The following members were present:

- |   |   |          |
|---|---|----------|
| 1. Prof. Dr. P.S.N. Rao, Director SPA New Delhi       | - | Chairman |
| 2. Mr. P. Sasikumar, Deputy Secretary, MHRD           | - | Member   |
| 3. Dr. R. Premkumar, Registrar, IIT Bombay            | - | Member   |
| 4. Dr. Sarvesh K. Tiwari, Registrar, MNNIT, Allahabad | - | Member   |
| 5. Mr. Rajesh Moza, Registrar, SPA Bhopal             | - | Member   |
| 6. Mr. P.V.S. Shyam Kumar, AR & Registrar I/C, SPAV   | - | Member   |
| 7. Mr. Umakant Agarwal, Registrar, New Delhi          | - | Member   |

Director welcomed all the members of the Sub-Committee.

Director apprised about the Sub-Committee and introduced the members of the Committee.

Registrar, SPA New Delhi informed all the members about the Terms of Reference of this Sub-Committee constituted by MHRD, as under:

*"To examine the designation, nomenclature, number of posts, method of recruitment, educational qualifications, maximum age limit, experience, pay scales, promotional avenues, as well as to assess the position of non-faculty hired on contract and the services which can be procured by outsourcing / contract etc. as per standard student faculty ratio of 10:1 and faculty: non faculty ratio of 1:1.10".*

Section of the ...

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Sub-Committee discussed the existing recruitment rules submitted by the earlier Committee with reference to the recruitment rules of three SPAs'. Members were of the opinion that we should also mention the total number of staff as per DPR / number of strength of each SPA so that later on there is no need to review it again and again.

After detailed deliberations, some changes were suggested. It was decided that the revised draft recruitment rules will be circulated to each members of the Sub-Committee and after a gap of 6-7 days of the circulation of draft recruitment rules, Sub-Committee meeting will be held to finalize the recruitment rules of three SPAs.

Meeting ended with vote of thanks to the Chair.

The Commission on the Status of Women, established in 1946, was the first of its kind. It was created by the Economic and Social Council of the United Nations to promote gender equality and the status of women in society. The Commission has since become a key body in the international community for addressing issues related to women's rights and development.

After decades of work, the Commission has achieved significant milestones. It has developed a comprehensive framework of principles and standards for the advancement of women, which has been widely adopted by member states. The Commission also plays a crucial role in monitoring progress and providing technical assistance to countries in need.

During the past few years, the Commission has continued its efforts to address the challenges faced by women in various parts of the world. It has organized numerous conferences, seminars, and workshops to foster dialogue and cooperation among governments, civil society, and the private sector.

New Delhi the 31<sup>st</sup> March, 2015

**OFFICE MEMORANDUM**

Sub: Step guide for processing of the proposal for framing / amendment of Recruitment Rules.

The undersigned is directed to state that this Department has issued guidelines on framing/amendment/relaxation of Recruitment Rules vide OM No. AB-14017/48/2010-Estt.(RR) dated 31.12.2010 which inter-alia provides thirteen column Schedule (Annexure-I) to be annexed with the notification of the Recruitment Rules. A detailed step guide (column-wise) for processing of the proposal for framing / amendment of Recruitment Rules is enclosed. The step guide material may be used for filling up thirteen columns Schedule (Annexure-I) to be annexed with notification part of the recruitment rules for various posts under Ministries / Departments.

2. Hindi Version will follow.

(Shukdeo Sahi) 31/3/15  
Under Secretary to the Government of India

\*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.

(Shukdeo Sahi) 31/3/15  
Under Secretary to the Government of India

4/6

**Step guide for processing of the proposal for framing / amendment of Recruitment Rules**

**Column 1: Name of post**

The name of the post is to be kept as per the model RRs issued by this Department for common categories of posts. In case of the post where model RRs are not issued the name of the post is to be kept as approved in the creation order of the post.

**Column 2: Number of post**

The number of post is to be filled in as per the existing RRs and taking into account the number of the posts created/abolished/upgraded thereafter. Copy of the orders needs to be placed on file while referring the RRs on file to DOPT to substantiate the numbers of the post.

**Column 3: Classification of the post**

Classification of the post is to be made as per the existing instructions.

**Column 4: Pay Band and Grade Pay/Pay Scale**

The entry Pay Band... (Rs.....) and Grade Pay Rs..... /Pay Scale is to be made as per the CCS (RP Rules), 2008.

**Column 5: Selection post or Non-Selection post**

The entry Selection or non-Selection will come only where promotion is either the sole method of recruitment or one of the methods.

•The method will be selection in the following circumstances:-

- (i)When promotion is from a lower Group to a higher Group (e.g. promotion from Group C to Group B post, or from Group B to Group A post)
- (ii)Promotions within Group B and Group A except where it is to a Non-functional Grade.

•The method will be non-Selection in the rest of the promotion cases.

• For Non-functional selection grade, entry will be placement on Seniority basis subject to suitability/fitness.

**Column 6: Age limit for Direct recruits**

Group C posts – between 18 years and 25 years\*

\* In case of post being filled up by all-India Open Competition, it would be – between 18 year and 27 years.

- Posts in Grade pay Rs.4200, Rs.4600 and Rs.4800 - 30 years
- Posts in Grade pay Rs.5400 - 35 years
- Posts in Grade pay Rs.6600 - 40 years



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•Posts in Grade pay Rs.7600 - 50 years

•Posts in Grade pay above the Grade of Rs.7600 – Preferably below 50 years\*\*

\*\*Ministry/ Department may examine the age limit requirement at the time of framing of RRs and incorporate specific age limit higher than 50 years.

NOTE: Apart from the age concessions admissible to the SC/ST/OBC category (which is covered under the Saving clause of the notification of the RRs), the following age concessions applicable for Government Servants need to be incorporated:-

•For Group C posts –

(The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government)

•For Group A & B posts – (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government)

•The following entry to be incorporated in all the RRs (where recruitment is made other than UPSC/ SSC) in the form of a Note:-

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.

•The following entry to be incorporated in the RRs (where recruitment is made by UPSC/ SSC) in the form of a Note:-

Note: The crucial date for determining the age limit shall be as advertised by UPSC/ SSC.

#### **Column 7: Educational and other qualifications required for direct recruits**

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, and if necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties. But they should be determined, as far as possible, keeping in view the provisions in the approved Recruitment Rules for similar posts and higher and lower posts in the same hierarchy.

•For Group A and Group B posts of general or administrative nature, the minimum qualification may be a Bachelors Degree in any discipline from a recognized University; for posts of technical or specialized nature, the minimum qualification may be a Masters Degree in the relevant discipline.

•Prescribing First or Second Class / Division in respect of an educational qualification e.g. Degree to be avoided and a simple Degree / Master's Degree be prescribed.

- 4/2
- To be ensured that the qualifications and experience prescribed are the minimum required for the post. On the ground that persons with higher qualifications are available, the minimum required qualification/ experience need not be stepped up.

**Column 8: Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees**

The entry under this Col. will be either 'yes' or 'no' or 'not applicable'.

- The entry will be 'not applicable' where in the particular RRs, direct recruitment/promotion is not a method prescribed
- Under 'no', the entry could be either a simple 'No' or a qualified one –i.e., 'No, but must possess at least.....'.
- The entry will be 'No' in all cases of RRs of non-technical posts.
- For junior Group A and Group B posts, only the basic qualification in the discipline need be insisted upon even in scientific and technical posts – e.g. if the minimum qualification is degree in civil engineering for direct recruits, for the promotees it may be at least a diploma in civil engineering. In such cases, the entry under Col. No. 9 will be "No, but must possess at least a diploma in civil engineering".
- For scientific and technical posts in the Pay Band 3 Rs. 15600-39100 Grade Pay Rs. 6600 and above, the entry shall normally be 'Yes'.

**Column 9: Period of probation, if any**

Probationary period is prescribed only in RRs where direct recruitment or re-employment (before the age of superannuation) is a method or where promotion is from a lower group to a higher group (e.g. from Group C to B, Group B to A).

**Period of probation**

- Promotion from one grade to another within the same Group (e.g. from Group C to Group C, Group B to Group B) - no probation.
- Promotion from a lower group to a higher group (e.g. from Group B to Group A) - 2 years.
- (i) For direct recruitment to posts except clause (ii) below – 2 years
- (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved – 1 year

Note: Training includes 'on the job' or 'Institution

- Officers re-employed before age of superannuation – 2 years
- Appointment on contract basis, tenure basis, re-employment after superannuation and absorption – no probation.

**Column 10: Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods**

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•The methods to be prescribed and the percentage of vacancies to be filled by each method in each individual case to be decided keeping in view inter alia

(i) Structure of the cadre/hierarchy

(ii) Availability of suitable personnel in the relevant feeder grade

(iii) Need for induction from outside through Direct Recruitment or Deputation (including Short-term Contract)/Absorption on functional considerations.

Need to provide for adequate promotional avenues to qualified personnel in the feeder grade to sustain the morale and efficiency of the cadre.

•While fixing the proportion for promotion, to ensure that the feeder grade concerned has sufficient strength to sustain the same. The feeder grade to promotion grade ratio should be 2 at least for the method of recruitment as 'Promotion failing which Deputation'. In case of feeder grade to promotion grade ratio is 3 to 5 times, the method may be prescribed as 'Promotion'.

•Direct recruitment at successive level to be avoided.

•Direct recruitment against isolated posts to be avoided.

•The method of short term contract could be included when services of suitable officers belonging to non-government organizations (ex. Universities, recognized institutes, public sector undertakings etc.) are required for appointment to teaching/research/ scientific or technical posts.

•Where absorption is prescribed in the RRs the absorption will apply only to officers belonging to the Central and State Government and UT Administrations.

•The composite method of deputation/promotion or deputation (including short term contract)/promotion to be prescribed where the field of promotion consists of only one post.

**Column 11: In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made**

Entry for promotion:

..... (name of feeder grade) in PB..... Rs..... and GP Rs..... with ....years of regular in the grade and having successfully completed .... weeks training in ..... (subject/ area of work relevant to duties & responsibility of the higher post)\*

\* The duration of training may be decided taking into account the functional requirement, knowledge & skill up-gradation of feeder grade officers and infrastructure of the organization.

Entry for deputation or deputation/absorption:

'Officers of the Central Government (or the Central Government/State Government or Union territories):

(a)(i) Holding analogous post on a regular basis in the parent cadre or department;  
or



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(ii) \* With..... years service rendered after appointment to the post on a regular basis in the Pay Band .... Rs..... Grade Pay ..... or equivalent in the parent cadre or department; and

(b) \*\* (possessing the qualifications and experience prescribed for direct recruitment under Col. No.7-if DR is a method of appointment).

\* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

\*\* Where direct recruitment is not a method in the Rules, appropriate educational qualifications and experience to be prescribed.

Entry for deputation (ISTC) or deputation (ISTC)/absorption:

'Officers of the Central Government, State Government, Union territories autonomous or statutory organization, PSUs, University or Recognized Research Institution:

(a)(i) Holding analogous post on a regular basis in the parent cadre or department; or

(ii) \* With..... years service rendered after appointment to the post on a regular basis in the Pay Band .... Rs..... Grade Pay ..... or equivalent in the parent cadre or department; and

(b) \*\* (possessing the qualifications and experience prescribed for direct recruitment under Col. No.7-if DR is a method of appointment).'

\* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

\*\* Where direct recruitment is not a method in the Rules, appropriate educational qualifications and experience to be prescribed.

Note: The Central or State Government officers shall only be considered for absorption. (Where absorption is also prescribed.)

Entry for Deputation / Promotion

'Officers of the Central Government, State Government or Union Territories

(a)(i) Holding analogous post on a regular basis in the parent cadre or department; or

(ii) \* With..... years service rendered after appointment to the post on a regular basis in the Pay Band .... Rs..... Grade Pay ..... or equivalent in the parent cadre or department; and

(b) possessing appropriate qualifications and experience.'

\* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

..... (Designation of the officer) in Pay Band ....  
Rs..... and Grade Pay Rs..... with ..... Years of regular service in the grade and  
having the educational qualifications and experience prescribed for considering  
appointment on deputation basis is considered along with outsiders. If the  
departmental candidate is selected for appointment to the post; it shall be treated as  
having been filled by promotion.

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#### Entry for Deputation (including Short Term Contact)/Promotion

'Officers of the Central Government, State Government, Union Territories, autonomous or statutory organization, PSUs, University or Recognized Research Institution

(a)(i) Holding analogous post on a regular basis in the parent cadre or department;  
or

(ii) \* With..... years service rendered after appointment to the post on a  
regular basis in the Pay Band .... Rs..... Grade Pay ..... or  
equivalent in the parent cadre or department; and

(b) possessing appropriate qualifications and experience

\* Where it is necessary to extend the field of selection for deputation to posts below  
the analogous level

Note: The departmental ..... (Designation of the officer) in Pay Band ...  
Rs..... and Grade Pay Rs..... with ..... Years of regular service in the grade and  
having the educational qualifications and experience prescribed for considering  
appointment on deputation basis is considered along with outsiders. If the  
departmental candidate is selected for appointment to the post; it shall be treated as  
having been filled by promotion.

#### Column 12: If a Departmental Promotion Committee exists what is its composition

•The entry under this Col. will either be 'Not applicable' or composition of the  
Departmental Promotion Committee (DPC) for considering promotion or  
Departmental Confirmation Committee (DCC) for confirmation to be incorporated.

•The DPC will appear only where the method of recruitment prescribed in Col. No.  
11 includes promotion.

•DCC will appear where probation period is prescribed in Column 9.

•Composition of DPC

•Total strength of the Committee shall not be less than 3 including the Chairman.

•The Chairman and members shall be atleast one level above the post to which  
promotion is to be made.

•The level of the Chairman and members, association of members from other  
departments etc. to be decided as per instructions of DOPT.

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- Where the UPSC is associated with the DPC, the DPC will be chaired by the Chairman/Member of the Commission.
  - Composition of DPC for confirmation to be on the lines as above with the change that the UPSC will not be associated with it.

**Column 13: Circumstances under which UPSC is to be consulted in making recruitment**

Where the posts are not exempt from the purview of UPSC as per the UPSC (Exemption from Consultation) Regulations, 1958 as amended from time to time, the UPSC is to be consulted for the following:

- for the purpose of recruitment to Group B and A posts; and
- Circumstances in which the UPSC is to be consulted in making recruitments:-
- direct recruitment to Group A posts and Group B Gazetted posts;
  - In cases of absorption to Group A posts and Group B posts;
  - For appointment on deputation when the field of selection includes State Government officers and/or Group A and Group B officers of the Central Government. But where field of selection comprises Group A officers only of the Central Government, no such consultation of the UPSC is necessary;
  - In cases of re-employment in Group A and B posts;
  - Where the method of recruitment is the composite method of 'deputation/promotion' or 'deputation (including short-term contract)/promotion'.
  - Where promotion from Group B to Group A is involved;
  - In all cases of promotion by 'selection' to any Group A post (or Service) except for promotion from PB 3 GP Rs.5400 to PB 3 GP Rs.6600.

—X—

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Here is the pay matrix table for employees of the Central Government:

PAY MATRIX TABLE (CIVILIAN EMPLOYEES)																			
Pay Band	5200-20200					9300-34800					15600-39100				37400-67000			67000-715500-8C	80000 90000
Grade Pay	1800	1900	2000	2400	2000	4200	4600	4800	5400	5400	6600	7600	8700	9000	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600						
20	31500	35000	38300	44800	51100	62200	78800	83600	93003	98400	119030	138300	215900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400							
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							