

THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY  
GANDHIGRAM-624 302, Dindigul District  
(Fully Funded by Ministry of Human Resource Development, Govt. of India)

All communications should be addressed to the Registrar by designation and not by name



EPABX No. : (0451)2452371-2452376  
Phone : (0451) 2452323  
Fax : (0451) 2454466  
E.Mail : [est@ruraluniv.ac.in](mailto:est@ruraluniv.ac.in)  
Website : [www.ruraluniv.ac.in](http://www.ruraluniv.ac.in)

**Dr. P.Balasubramaniam**  
**Registrar**

Ref.Est.3&5/RR/2016-2017

Date: 12.09.2016

**CIRCULAR**

Sub: Establishment – Amend the Recruitment Rules of the Non-Teaching Staff (including Technical staff)–reg.

- Ref: 1. Approval of the Board of Management item no. 1768/BOM.2016. VII dated 16.07.2016.  
2. Approval of the Vice-Chancellor dt. 09.09.2016.

\* \* \*

With reference to the above ref(1) cited, it is to inform that the Institute has proposed to Amend the Recruitment Rules of the Non Teaching Staff (including Technical Staff) of GRI. In this connection the Recruitment Rules of Non-Teaching staff (including Technical Staff) has been uploaded in the GRI website.

All the Deans/HODs/Directors/Coordinators/Section Heads are requested to kindly bring this circular to the notice of all the Non-Teaching staff (including Technical Staff) in their Faculty/Dept./Section.

Further, it is requested to send their Comments/Additions/Deletions if any needed to be incorporated in the Recruitment Rules of each cadre of Non-Teaching Staff (including Technical Staff) of this Institute on or before **11.10.2016**.

REGISTRAR

To  
All the Deans/HODs/Directors/ Coordinators/Section Heads.  
Copy to: The OSD to the VC/ Registrar Cabin/File.

**THE GANDHIGRAM RURAL INSTITUTE  
AMENDED CADRE RECRUITMENT  
RULES  
(NON-TEACHING POSTS) - 2016**



**THE GANDHIGRAM RURAL INSTITUTE  
DEEMED UNIVERSITY  
RE-ACCREDITED BY NAAC WITH 'A' GRADE  
GANDHIGRAM – 624 302  
DINDIGUL DISTRICT :: TAMILNADU**

# CONTENTS

| S.No. | <i>Name of the post</i>               | <i>Page No.</i> |
|-------|---------------------------------------|-----------------|
|       | <b>PREAMBLE</b>                       | 1-8             |
| 1.    | Registrar                             | 9               |
| 2.    | Controller of Examinations            | 11              |
| 3.    | Finance Officer                       | 13              |
| 4.    | Director, RTC                         | 15              |
| 5.    | Deputy Registrar                      | 16              |
| 6.    | Senior System Analyst                 | 17              |
| 7.    | Assistant Registrar                   | 18              |
| 8.    | Estate Officer                        | 19              |
| 9.    | Farm Superintendent                   | 20              |
| 10.   | Publication Officer                   | 21              |
| 11.   | Research Officer                      | 22              |
| 12.   | System Analyst / System Programmer    | 23              |
| 13.   | Structural Design Engineer (RTC)      | 24              |
| 14.   | Technical Officer (USIC)              | 25              |
| 15.   | Section Officer                       | 26              |
| 16.   | Private Secretary                     | 27              |
| 17.   | Assistant Engineer                    | 28              |
| 18.   | Non-medical Demonstrator              | 29              |
| 19.   | Computer Operator                     | 30              |
| 20.   | Foreman                               | 31              |
| 21.   | Health Inspector STAG                 | 32              |
| 22.   | Instructor (Khadi and Handloom Tech.) | 33              |
| 23.   | Instructor (Hindi)                    | 34              |
| 24.   | Research Assistant                    | 35              |
| 25.   | Senior Technical Assistant            | 36              |
| 26.   | Assistant                             | 37              |
| 27.   | Personal Assistant                    | 38              |
| 28.   | Junior Engineer (Civil)               | 39              |
| 29.   | Health Inspector                      | 40              |
| 30.   | Technical Assistant                   | 41              |
| 31.   | Statistical Assistant                 | 42              |
| 32.   | Data Entry Operator                   | 43              |
| 33.   | Technician Grade IV (USIC)            | 44              |
| 34.   | Upper Division Clerk                  | 45              |
| 35.   | Stenographer                          | 46              |
| 36.   | Agriculture Assistant                 | 47              |

| <b>S.No.</b> | <b><i>Name of the post</i></b>       | <b><i>Page No.</i></b> |
|--------------|--------------------------------------|------------------------|
| 37.          | Livestock Assistant                  | 48                     |
| 38.          | Security Inspector (Sergeant)        | 49                     |
| 39.          | Lower Division Clerk                 | 50                     |
| 40.          | Technician Grade I (USIC)            | 51                     |
| 41.          | Technician                           | 52                     |
| 42.          | Health Officer                       | 53                     |
| 43.          | Senior Lab Technician                | 54                     |
| 44.          | Microbiologist                       | 55                     |
| 45.          | Social Scientist cum Health Educator | 56                     |
| 46.          | Driver                               | 57                     |
| 47.          | Automobile Mechanic                  | 58                     |
| 48.          | Multi-tasking Staff                  | 59                     |
| 49.          | Professional Assistant               | 60                     |
| 50.          | Library Attendant                    | 61                     |

# PREAMBLE

## **THE GANDHIGRAM RURAL INSTITUTE AMENDED CADRE RECRUITMENT RULES (NON-TEACHING POSTS), 2014**

The Board of Management (BOM) of the Gandhigram Rural Institute in exercise of the powers conferred under Amended MoA and Rules as per UGC (Institutions Deemed to be Universities) Regulations, 2010 of the Institute as amended from time to time as per the provision under section **6.0 Powers and functions**, hereby makes the following rules for regulating the method of recruitment to non-teaching posts including non-vacation Academic Staff in the Institute and the matter related thereto.

### **1. Short Title and Commencement:**

- (i) These rules may be called the Gandhigram Rural Institute Amended Cadre Recruitment Rules (Non-teaching Posts), 2014.
- (ii) These rules shall come into force with effect from the date of its approval by the University Grants Commission.

### **2. Definitions:**

- (a) **'Age'** means the upper age limit as specified in these rules.
- (b) **'Board of Management'** means the Principal Executive Body of the Institute.
- (c) **'Bye-laws'** means the Amended MoA and Rules of the Institute as per UGC (Institutions Deemed to be Universities) Regulations, 2010.
- (d) **'Departmental Candidate'** means those employees working on regular basis in the Institute, but does not include employees working on ad-hoc, daily wages or contract basis.
- (e) **'Departmental Examination'** or **'Test'** means the test conducted by the Institute for promotion to a higher post specified in these rules.
- (f) **'Employee'** means any persons duly appointed by the Institute.
- (g) **'Government'** means the Central Government/ Government of India.
- (h) **'Institute'** means the Gandhigram Rural Institute as under Amended MoA and Rules as per UGC (Institutions Deemed to be Universities) Regulations, 2010.

- (i) **“Non-Teaching Employee”** means employees of the Institute including non-vacation Academic Staff other than Institute teachers and such other employees as defined otherwise.
- (j) **“On Probation”** with relation to a person, means the person appointed to any post on probation as specified in these Rules.
- (k) **‘Prescribed’** means prescribed by the Amended MoA and Rules of the Institute as per UGC (Institutions Deemed to be Universities) Regulations, 2010 of the Institute.
- (l) **“Regular Service”** means the service rendered by an employee in the Cadre on regular basis other than the service on contract/daily wages/adhoc basis.
- (m) **“Selection Committee”** means the composition of members of Selection Committee including Departmental Promotion Committee as specified in these rules.
- (n) **“Vice-Chancellor”** means the Vice-Chancellor of the Gandhigram Rural Institute – Deemed University.

### 3. **Method of Recruitment:**

The following shall be the mode of recruitment for various posts existing in the Gandhigram Rural Institute in accordance with these Rules of the Institute:

- (a) Direct Recruitment
- (b) Promotion
- (c) Deputation with provision for absorption
- (d) Appointment on Temporary/Tenure/Contractual basis

### 4. **Authorized Sanctioned Strength of Posts under various Cadres:**

- (i) The authorized sanctioned strength of posts under various cadres on the date of notification shall be as specified in these Recruitment Rules.
- (ii) After notification of these Rules, the authorized sanctioned strength of posts made under various cadres shall be such, as may be sanctioned from time to time by the competent authority of the Gandhigram Rural Institute, and notified accordingly by the Board of Management after due approval of UGC/MHRD.

Provided that the Vice-Chancellor with the approval of the Board of Management may make temporary additions to any grade of the service as found necessary in the interest of the Institute.

### 5. **Future Maintenance of Cadre/Posts of Sanctioned Strength:**

- (i) All the appointments (Direct/Deputation/Absorption) in the Institute after notification of these Rules shall be made only in accordance with the provisions of these Rules. The appointments to the existing posts not covered by these rules

shall continue to be in accordance with the recruitment rules approved by the competent authority of this Institute. The Board of Management may add such other posts and/or Cadre as may be sanctioned by appropriate government authorities after the notification of these Rules.

- (ii) The seniority list of the employee borne in each cadre of posts specified in these rules shall be maintained by the Institute. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice-Chancellor or Registrar or any other officer authorized by the Vice-Chancellor, from time to time.
- (iii) The policy of the Government of India with regard to the reservation as applicable for various categories in recruitment/promotion etc. shall be followed.
- (iv) All appointments in Centres and Projects/Schemes shall be filled as per the directives of the respective sponsoring authority. In case of unavailability of prescribed norms by the sponsoring authority, Govt. of India/Institute's Rules shall apply.

**6. Number of Posts, Classification and Scales of Pay/Pay Band with Grade Pay:**

The number of posts, their classification and the scales of pay/Pay Band with Grade Pay attached thereto shall be as specified in these Recruitment Rules.

**7. Method of Recruitment, Age Limit and other Qualifications:**

- (i) The method of recruitment, age-limit and qualification etc. shall be as specified in these Recruitment Rules.
- (ii) SC/ST/OBC/PWD candidates shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the Govt. of India/UGC.
- (iii) Promotions shall be given to the employees as per these Recruitment Rules/Promotion Policy/directives of the UGC/Government of India being in force from time to time.
- (iv) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the Govt. of India/UGC directives. However, the Board of Management of the Gandhigram Rural Institute, in exceptional cases, may relax the upper age limit for any non-teaching posts, if it deems necessary in case of candidates on contractual / Consolidated / Daily wages / Casual Worker in the Institute.

- (v) For appointment to various Group 'A' (Non-teaching), B & C posts against **direct recruitment/open selection**, the composition of the Selection Committee for different categories of posts shall be as given in **Appendix-I** of these rules. Every appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in Employment News, leading newspapers, etc.
- (vi) For promotion to various posts, the composition of the Departmental Promotion Committee for different categories of posts is given in **Appendix-I** of these rules.
- (vii) The recruitment year for promotion shall be the financial year. In cases where promotion has been prescribed as method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service in the cadre as on 1<sup>st</sup> April of the recruitment year by the officers in the respective grade/post and subject to qualifying departmental test prescribed for the grade/post, if any in these rules. The crucial date is only a fixed reference date or a cut off date on which the eligibility of officers in the feeder grade/post in terms of these rules (e.g.) educational qualification, eligibility service etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee.
- (viii) The Departmental Promotion Committee shall meet atleast twice a year once in April/May and again in October/November. The Promotion for all groups C, B & A shall be based on seniority cum fitness, subject to qualifying the departmental test as may be prescribed in these rules and quality of Annual Performance Appraisal Report (APAR) for the last five years and vigilance clearance.
  - a) For the gradation in APARs for the preceding five years the bench mark for all such promotion from Group C to B and from Group B to A (up to the grade pay of Rs.6,600) shall be "Good".
  - b) The bench mark for the Group A post with the grade pay of Rs.7600 and above shall be "Very Good".

Provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years.

Notwithstanding anything contained in these Rules, the Vice-Chancellor may, in case of urgent need, permit appointment on deputation or short term contract basis. In such case contract period shall not normally exceed six months.



**8. Date of Issue of Advertisement:**

In each case, the date of issue of advertisement shall be decided in advance, keeping in view the exigencies and requirements of the job.

**9. Validity period of Advertisement:**

Where the Selection Committee has not even met after a lapse of 12 months with effect from the closing date of application for any post, the post shall ordinarily be re-advertised. Provided that if in the opinion of the Vice-Chancellor the circumstances so necessitates, he/she may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months with effect from the closing date of receipt of applications.

**10. Probation:**

Every person selected or appointed through direct recruitment or open selection to a post in the Institute shall be a probationer and governed under these Recruitment Rules or guidelines issued by the UGC/Govt. of India from time to time.

**11. Assured Career Progression Scheme (ACPS)/Modified Assured Career Progression Scheme (MACPS):**

- (i) The Financial upgradation under ACPS/MACPS Scheme in respect of non-teaching staff of the Institute shall be allowed as per the provisions of the Rules of the Institute and orders/guidelines of the UGC/Govt. of India as amended/issued from time to time.
- (ii) The Assured Career Progression Scheme (ACP) shall be valid upto 31.08.2008. The employees who are eligible for financial upgradation as on 31.08.2008 shall be governed by the ACP Scheme.
- (iii) The Modified Assured Career Progression Scheme (MACPS) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-teaching officials shall be effective from 01.09.2008.

Any dispute in the afore-mentioned career progression schemes applicable for non-teaching staff, the decision of the Board of Management shall be final.

## **12. Deputation with provision for absorption:**

- (i) In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The Institute, however, shall have the right to repatriate the incumbent anytime even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer against whose vacancy the deputationist was working. Ordinarily, no deputationist shall be absorbed in any cadre of the Institute after his/her deputation period. In case, it is decided in the interest of the Institute to absorb any such person, then the Gandhigram Rural Institute administration may take up the matter with his/her parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Board of Management for a final decision. In case he/she is absorbed in the Institute, he/she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.

In case the appointment is made on deputation and there is a very meagre response against the advertisement/circulars issued by the Institute, the Appointing Authority/Board of Management may at its discretion constitute a Selection Committee or may directly order for issue of appointment letter to the candidate after satisfying his/her eligibility for the post including review of performance appraisal reports (APARs/ACRs) duly forwarded by the parent department as per the advertisement.

## **13. Residuary Matters:**

In respect of all matters not specifically provided for in these Rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed.

## **14. Power to Relax:**

When the Board of Management of the Institute, upon a recommendation made by the Vice-Chancellor to that effect, is that of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, relax any of the provisions of these Rules.

Relaxation of Recruitment Rules is to be resorted to in respect of a class or category of persons. Relaxation should not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.

Further, relaxation is to be resorted to on rare occasions. Such a relaxation shall not be a regular feature.

**15. Repeal:**

All existing rules and orders in relation to the matters covered under these rules, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these Rules.

**16. Savings:**

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the SC/ST, OBC, PWD, Ex-servicemen and other special categories of persons, in accordance with the directives issued by the Government of India from time to time.

**17. Interpretations:**

- i) In case of any clarification relating to interpretation of these rules, the decision of the Board of Management shall be final, unless otherwise, specifically included in these rules.
- ii) Notwithstanding anything contained in these rules, the Board of Management shall have the power to alter or modify, any of the provisions of these rules.

**18. Removal of Difficulty:**

Notwithstanding anything contained in the above Rules, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties. Such measures shall be reported to the Board of Management.

## APPENDIX-I

### THE GANDHIGRAM RURAL INSTITUTE-DEEMED UNIVERSITY

#### Constitution of Selection Committee/Departmental Promotion Committee

##### I. Group 'A' (other than statutory posts)

|      |   |                     |
|------|---|---------------------|
| i)   | The Vice-Chancellor   | Chairman            |
| ii)  | Chancellor's Nominee  | Member              |
| iii) | Three external experts in the relevant field nominated by the Vice-Chancellor from the panel of names approved by the Board of Management | Member              |
| iv)  | Dean/HOD of the concerned department (if applicable)  | Member              |
| v)   | Registrar   | Member<br>Secretary |

The quorum shall be 4 members including 2 external experts in the relevant field.

**Note:** A member representing SC/ST/OBC/Minorities/Women/PWD categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

##### II. Group 'B' and 'C'

|      |   |                     |
|------|---|---------------------|
| i)   | The Vice-Chancellor   | Chairman            |
| ii)  | Two external experts – one Registrar/Deputy Registrar of other Universities and other member could be a senior person in the relevant field | Member              |
| iii) | Dean/HOD of the concerned department (if applicable)  | Member              |
| iv)  | Registrar   | Member<br>Secretary |

The quorum shall be 3 members including one external expert in the relevant field.

**Note:** A member representing SC/ST/OBC/Minorities/Women/PWD categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

## 1. REGISTRAR

|    |   |   |
|----|---|---|
| 1  | Name of the post  | REGISTRAR   |
| 2  | Number of post(s)   | One   |
| 3  | Classification  | Group A   |
| 4  | Pay Band and Grade Pay  | PB-4 Rs.37400-67000 +GP<br>Rs.10000   |
| 5  | Whether Selection or Non-Selection Post   | Not Applicable  |
| 6  | Age limit for direct recruits   | N.A.  |
| 7  | Educational & Other qualifications required for direct recruits   | <p>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | N.A.  |
| 9  | Period of probation, if any   | N.A.  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | <p>Direct/Deputation/Contract</p> <p>*Direct/Deputation/Contract for a tenure of three years or till attaining the age of 62 years, whichever is earlier and which can be renewed on similar term.</p>  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | As indicated at column-7  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | As per the UGC (Institutions Deemed to be Universities) Regulations, 2010 and Memorandum of Association / Bye-laws of the Institute as  |

|  |                  |  |                 |             |                               |        |  |        |  |        |
|--|------------------|--|-----------------|-------------|-------------------------------|--------|--|--------|--|--------|
|  |                  | amended from time to time.   |                 |             |                               |        |  |        |  |        |
|  |                  | <table border="1"> <tr> <td>Vice-Chancellor</td> <td>Chairperson</td> </tr> <tr> <td>One nominee of the Chancellor</td> <td>Member</td> </tr> <tr> <td>One nominee of the Board of Management</td> <td>Member</td> </tr> <tr> <td>One expert appointed by the Board of Management who is not employee of the Institute</td> <td>Member</td> </tr> </table> | Vice-Chancellor | Chairperson | One nominee of the Chancellor | Member | One nominee of the Board of Management | Member | One expert appointed by the Board of Management who is not employee of the Institute | Member |
| Vice-Chancellor  | Chairperson      |  |                 |             |                               |        |  |        |  |        |
| One nominee of the Chancellor  | Member           |  |                 |             |                               |        |  |        |  |        |
| One nominee of the Board of Management   | Member           |  |                 |             |                               |        |  |        |  |        |
| One expert appointed by the Board of Management who is not employee of the Institute | Member           |  |                 |             |                               |        |  |        |  |        |
|  |                  | Note: The nominee of the SC/ST/OBC/Minority, PWD, Women categories to be nominated by the Vice-Chancellor shall be included in the Selection Committee in case such categories of candidates are to be interviewed.  |                 |             |                               |        |  |        |  |        |
| 13   | Remarks, if any. |  |                 |             |                               |        |  |        |  |        |

## 2. CONTROLLER OF EXAMINATIONS

|                               |   |   |                 |             |                               |        |
|-------------------------------|---|---|-----------------|-------------|-------------------------------|--------|
| 1                             | Name of the post  | CONTROLLER OF EXAMINATIONS  |                 |             |                               |        |
| 2                             | Number of post(s)   | One   |                 |             |                               |        |
| 3                             | Classification  | Group A   |                 |             |                               |        |
| 4                             | Pay Band and Grade Pay  | PB-4 Rs.37400-67000 +GP Rs.10000  |                 |             |                               |        |
| 5                             | Whether Selection or Non-Selection Post   | N.A.  |                 |             |                               |        |
| 6                             | Age limit for direct recruits   | N.A.  |                 |             |                               |        |
| 7                             | Educational & Other qualifications required for direct recruits   | <p>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> |                 |             |                               |        |
| 8                             | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | N.A.  |                 |             |                               |        |
| 9                             | Period of probation, if any   | N.A.  |                 |             |                               |        |
| 10                            | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | <p>Direct/Deputation/Contract</p> <p>*Direct/Deputation/Contract for a tenure of three years or till attaining the age of 62 years, whichever is earlier and which can be renewed on similar term.</p>  |                 |             |                               |        |
| 11                            | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | As indicated at column-7  |                 |             |                               |        |
| 12                            | Composition of Selection Committee/Departmental Promotion Committee   | <p>As per the UGC (Institutions Deemed to be Universities) Regulations, 2010 and Memorandum of Association / Bye-laws of the Institute as amended from time to time.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Vice-Chancellor</td> <td style="width: 50%;">Chairperson</td> </tr> <tr> <td>One nominee of the Chancellor</td> <td>Member</td> </tr> </table>  | Vice-Chancellor | Chairperson | One nominee of the Chancellor | Member |
| Vice-Chancellor               | Chairperson   |   |                 |             |                               |        |
| One nominee of the Chancellor | Member  |   |                 |             |                               |        |

|    |                  |   |        |
|----|------------------|---|--------|
|    |                  | One nominee of the Board of Management  | Member |
|    |                  | One expert appointed by the Board of Management who is not employee of the Institute  | Member |
|    |                  | Note: The nominee of the SC/ST/OBC/Minority, PWD, Women categories to be nominated by the Vice-Chancellor shall be included in the Selection Committee in case such categories of candidates are to be interviewed. |        |
| 13 | Remarks, if any. |   |        |



### 3. FINANCE OFFICER

|    |   |   |
|----|---|---|
| 1  | Name of the post  | FINANCE OFFICER   |
| 2  | Number of post(s)   | One   |
| 3  | Classification  | Group A   |
| 4  | Pay Band and Grade Pay  | PB-4 Rs.37400-67000 +GP Rs.10000  |
| 5  | Whether Selection or Non-Selection Post   | N.A.  |
| 6  | Age limit for direct recruits   | N.A.  |
| 7  | Educational & Other qualifications required for direct recruits   | <p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale.</li> <li>2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration</li> </ol> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> <li>1. Chartered Accountant with 10 years of experience in the relevant field.</li> <li>2. Experience in accounting system of Higher Educational Institutions/Govt. Institutions/Public Sector undertakings/Autonomous Bodies.</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | N.A.  |
| 9  | Period of probation, if any   | N.A.  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | <p>Direct/Deputation/Contract</p> <p>*Direct/Deputation/Contract for a tenure of three years or till attaining the age of 62 years, whichever is earlier and which can be renewed on similar term.</p>  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | On deputation from a panel of names received from the Office of the Comptroller and Auditor General (C&AG) or other governmental accounting organizations functioning   |

|  |   |  |                 |             |                               |        |  |        |  |        |
|--|---|--|-----------------|-------------|-------------------------------|--------|--|--------|--|--------|
|  |   | under the Government of India/State Govt. Organisations.   |                 |             |                               |        |  |        |  |        |
| 12   | Composition of Selection Committee/Departmental Promotion Committee | <p>As per the UGC (Institutions Deemed to be Universities) Regulations, 2010 and Memorandum of Association / Bye-laws of the Institute as amended from time to time.</p> <table border="1"> <tr> <td>Vice-Chancellor</td> <td>Chairperson</td> </tr> <tr> <td>One nominee of the Chancellor</td> <td>Member</td> </tr> <tr> <td>One nominee of the Board of Management</td> <td>Member</td> </tr> <tr> <td>One expert appointed by the Board of Management who is not employee of the Institute</td> <td>Member</td> </tr> </table> <p>Note: The nominee of the SC/ST/OBC/Minority, PWD, Women categories to be nominated by the Vice-Chancellor shall be included in the Selection Committee in case such categories of candidates are to be interviewed.</p> | Vice-Chancellor | Chairperson | One nominee of the Chancellor | Member | One nominee of the Board of Management | Member | One expert appointed by the Board of Management who is not employee of the Institute | Member |
| Vice-Chancellor  | Chairperson   |  |                 |             |                               |        |  |        |  |        |
| One nominee of the Chancellor  | Member  |  |                 |             |                               |        |  |        |  |        |
| One nominee of the Board of Management   | Member  |  |                 |             |                               |        |  |        |  |        |
| One expert appointed by the Board of Management who is not employee of the Institute | Member  |  |                 |             |                               |        |  |        |  |        |
| 13   | Remarks, if any.  |  |                 |             |                               |        |  |        |  |        |

#### 4. DIRECTOR, RURAL TECHNOLOGY CENTRE

|  |   |  |  |                 |             |                             |        |  |         |  |        |           |           |
|--|---|--|--|-----------------|-------------|-----------------------------|--------|--|---------|--|--------|-----------|-----------|
| 1  | Name of the post  | DIRECTOR, RURAL TECHNOLOGY CENTRE  |  |                 |             |                             |        |  |         |  |        |           |           |
| 2  | Number of post(s)   | One  |  |                 |             |                             |        |  |         |  |        |           |           |
| 3  | Classification  | Group A  |  |                 |             |                             |        |  |         |  |        |           |           |
| 4  | Pay Band and Grade Pay  | PB-4 Rs.37400-67000 +GP Rs.10000   |  |                 |             |                             |        |  |         |  |        |           |           |
| 5  | Whether Selection or Non-Selection Post   | Not Applicable   |  |                 |             |                             |        |  |         |  |        |           |           |
| 6  | Age limit for direct recruits   | Not exceeding 50 years   |  |                 |             |                             |        |  |         |  |        |           |           |
| 7  | Educational & Other qualifications required for direct recruits   | M.E./M.Tech. in the relevant field of Engineering with Ph.D. degree. Minimum 10 years of experience in industry/research/ teaching.  |  |                 |             |                             |        |  |         |  |        |           |           |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | N.A.   |  |                 |             |                             |        |  |         |  |        |           |           |
| 9  | Period of probation, if any   | 2 years  |  |                 |             |                             |        |  |         |  |        |           |           |
| 10   | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Direct Recruitment   |  |                 |             |                             |        |  |         |  |        |           |           |
| 11   | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | N.A.   |  |                 |             |                             |        |  |         |  |        |           |           |
| 12   | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of GRI: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Vice-Chancellor</td> <td style="width: 50%;">Chairperson</td> </tr> <tr> <td>A nominee of the Chancellor</td> <td>Member</td> </tr> <tr> <td>Two experts nominated by the Vice-Chancellor</td> <td>Members</td> </tr> <tr> <td>Dean, Faculty of Rural Oriented Sciences</td> <td>Member</td> </tr> <tr> <td>Registrar</td> <td>Secretary</td> </tr> </table> |  | Vice-Chancellor | Chairperson | A nominee of the Chancellor | Member | Two experts nominated by the Vice-Chancellor | Members | Dean, Faculty of Rural Oriented Sciences | Member | Registrar | Secretary |
| Vice-Chancellor                              | Chairperson   |  |  |                 |             |                             |        |  |         |  |        |           |           |
| A nominee of the Chancellor                  | Member  |  |  |                 |             |                             |        |  |         |  |        |           |           |
| Two experts nominated by the Vice-Chancellor | Members   |  |  |                 |             |                             |        |  |         |  |        |           |           |
| Dean, Faculty of Rural Oriented Sciences     | Member  |  |  |                 |             |                             |        |  |         |  |        |           |           |
| Registrar                                    | Secretary   |  |  |                 |             |                             |        |  |         |  |        |           |           |
| 13   | Remarks, if any.  | Age of superannuation is 60 years.   |  |                 |             |                             |        |  |         |  |        |           |           |

### 5. DEPUTY REGISTRAR

|    |   |   |
|----|---|---|
| 1  | Name of the post  | DEPUTY REGISTRAR  |
| 2  | Number of post(s)   | Two   |
| 3  | Classification  | Group A   |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.7600   |
| 5  | Whether Selection or Non-Selection Post   | Selection   |
| 6  | Age limit for direct recruits   | Not exceeding 50 years  |
| 7  | Educational & Other qualifications required for direct recruits   | 1. A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.<br>2. Nine years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration. OR<br>Comparable experience in research establishment and/or other institutions of higher education. OR<br>Five years of administrative experience as Assistant Registrar or in an equivalent post. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Both will not apply.  |
| 9  | Period of probation, if any   | 2 years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Direct Recruitment 75%<br>Promotion 25%   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Assistant Registrars with 5 years of regular service in PB-3 with Grade Pay of Rs.6600.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC / Selection Committee of Group A service of GRI.  |
| 13 | Remarks, if any.  |   |

## 6. SENIOR SYSTEM ANALYST

|    |   |  |
|----|---|--|
| 1  | Name of the post  | SENIOR SYSTEM ANALYST  |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group A  |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.7600  |
| 5  | Whether Selection or Non-Selection Post   | Selection  |
| 6  | Age limit for direct recruits   | Not exceeding 50 years.  |
| 7  | Educational & Other qualifications required for direct recruits   | <u>Essential:</u><br>i) M.E./M.Tech./M.S.Degree in Computer Science and Engineering / Information Technology or its equivalent with first class.<br>ii) 5 years experience in Computer Centre management / software development and maintenance / database administration<br>MCA/ M.Sc.(IT) / Ph.D. in Computer Science / IT |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Age not applicable. Qualifications as mentioned in column no.7 shall apply.  |
| 9  | Period of probation, if any   | 2 years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Promotion failing which by Direct Recruitment.   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among System Analyst / System Programmer with 8 years of regular service.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC / Selection Committee of Group A service of GRI.   |
| 13 | Remarks, if any.  |  |

## 7. ASSISTANT REGISTRAR

|    |   |  |
|----|---|--|
| 1  | Name of the post  | ASSISTANT REGISTRAR  |
| 2  | Number of post(s)   | Four   |
| 3  | Classification  | Group A  |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.5400  |
| 5  | Whether Selection or Non-Selection Post   | Selection / Non-selection  |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | <u>Essential:</u><br>i) Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale along with a good academic record.<br>ii) 5 years administrative experience in an Educational Institution / Govt./Public Sector Undertaking / Autonomous Bodies/University.<br><u>Desirable:</u><br>Knowledge of Computer Applications. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Both will not apply.   |
| 9  | Period of probation, if any   | 2 years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 50% by promotion.<br><br>50% by Direct Recruitment.  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | 80% from Section Officers with 5 years of regular service; 20% from Private Secretaries with 5 years of regular service.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC / Selection Committee of Group A service of GRI.   |
| 13 | Remarks, if any.  |  |

### 8. ESTATE OFFICER

|    |   |  |
|----|---|--|
| 1  | Name of the post  | ESTATE OFFICER<br>(in the Grade of Assistant Executive Engineer)   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group A  |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.5400  |
| 5  | Whether Selection or Non-Selection Post   | N.A.   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | B.E. in Civil Engineering with 5 years experience in building construction and maintenance.<br>Desirable: Experience in SPWD/CPWD/University Building Construction & maintenance   |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | 2 years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Direct Recruitment/Deputation  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Officers from Central / State Govt. Departments / Organisations, Autonomous Bodies and Public Sector Undertakings. Possessing degree in Engineering and holding analogous posts or Diploma in Engineering with 8 years of regular service at the level of Junior Engineer. |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group A service of GRI.   |
| 13 | Remarks, if any.  |  |

### 9. FARM SUPERINTENDENT

|    |   |  |
|----|---|--|
| 1  | Name of the post  | SUPERINTENDENT (FARM)*   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group B*   |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800+GP Rs.4600*   |
| 5  | Whether Selection or Non-Selection Post   | N.A.   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | 1. Bachelor's Degree in Agriculture.<br>2. At least two years of experience in the relevant field. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | 2 years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made   | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group B service of GRI.   |
| 13 | Remarks, if any.  |  |

\* Note: The present incumbent holding the post of Farm Superintendent classified as Group A, is drawing higher pay scale of Rs.8000-275-13500 (pre-revised) Rs.15600-39100+GP of Rs.5400 (revised). Now, the post has been redesignated as Superintendent (Farm) with Group B status in the pay scale of Rs.6500-10500 (pre-revised) Rs.9300-34800 + GP of Rs.4600 (revised). vide: UGC Lr.No.F.6-7/97(JCRC) part B dated 3<sup>rd</sup> August, 2015. The above Pay Band and Grade Pay (Rs.9300-34800+GP Rs.4600) will apply for future appointment after the retirement of present incumbent.



### 10. PUBLICATION OFFICER

|    |   |   |
|----|---|---|
| 1  | Name of the post  | PUBLICATION OFFICER   |
| 2  | Number of post(s)   | One   |
| 3  | Classification  | Group A   |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.5400   |
| 5  | Whether Selection or Non-Selection Post   | N.A.  |
| 6  | Age limit for direct recruits   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruits   | <ol style="list-style-type: none"> <li>1. Master's in English Literature / Mass Communication/ Journalism or its equivalent degree with 55% marks</li> <li>2. P.G. Diploma in Journalism / Mass-Communication</li> <li>3. Diploma/Certificate in Hindi</li> <li>4. Two years of professional experience in editing and bringing out publications at University level institutions.</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any   | 2 years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made   | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group A service of GRI.  |
| 13 | Remarks, if any.  |   |

### 11. RESEARCH OFFICER

|    |   |  |
|----|---|--|
| 1  | Name of the post  | RESEARCH OFFICER   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group A  |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.5400  |
| 5  | Whether Selection or Non-Selection Post   | N.A.   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | <u>Essential:</u><br>1. Master's Degree in any discipline with a minimum of 55% marks<br>2. M.Phil. degree in the relevant discipline<br>3. Ability to process and analyze data and to document.<br><u>Desirable:</u><br>Ph.D. in the relevant discipline. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | 2 years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group A service of GRI.   |
| 13 | Remarks, if any.  |  |

## 12. SYSTEM ANALYST

|    |   |   |
|----|---|---|
| 1  | Name of the post  | SYSTEM ANALYST  |
| 2  | Number of post(s)   | Three   |
| 3  | Classification  | Group A   |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.5400   |
| 5  | Whether Selection or Non-Selection Post   | Selection(for promotion)  |
| 6  | Age limit for direct recruits   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruits   | <u>Essential:</u><br>i) B.E. / B.Tech./B.Sc. degree in Computer Science and Engineering / Information Technology (or) M.C.A./M.Sc.IT with first class.<br>ii) 3 years experience in a reputed industry / organization / institution or its equivalent.<br><u>Desirable:</u><br>Experience in software development and maintenance / database administration / network management / Computer centre maintenance. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Age not applicable.<br>Educational qualification : B.E. / B.Tech. degree in Computer Science and Engineering / Information Technology (or) M.C.A. with first class.   |
| 9  | Period of probation, if any   | 2 years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Direct Recruitment 50%<br>Promotion - 50%; failing which by direct recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among Computer Operator with 8 years of experience with qualifications mentioned in Column 8 above.  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group A service of GRI.  |
| 13 | Remarks, if any.  |   |

### 13. STRUCTURAL DESIGN ENGINEER (RTC)

|    |   |  |
|----|---|--|
| 1  | Name of the post  | STRUCTURAL DESIGN ENGINEER (RTC)   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group A  |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.5400  |
| 5  | Whether Selection or Non-Selection Post   | N.A.   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | M.E./M.Tech./M.S Degree in Civil Engineering / Structural Engineering with 3 years experience or its equivalent. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | 2 years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group A service of GRI.   |
| 13 | Remarks, if any.  |  |

#### 14. TECHNICAL OFFICER (USIC)

|    |   |  |
|----|---|--|
| 1  | Name of the post  | TECHNICAL OFFICER (USIC)*  |
| 2  | Number of post(s)   | Two  |
| 3  | Classification  | Group A  |
| 4  | Pay Band and Grade Pay  | PB-3 Rs.15600-39100 +GP Rs.5400  |
| 5  | Whether Selection or Non-Selection Post   | N.A.   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | <ol style="list-style-type: none"> <li>1. M.Sc./B.E./B.Tech./B.Sc. or its equivalent in instrumentation / Electronics or allied fields with at least 55% marks or its equivalent Grade of B in the UGC seven point scale.</li> <li>2. Minimum two years of experience in relevant field</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | 2 years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group A service of GRI.   |
| 13 | Remarks, if any.  |  |

**\*Note: Once the posts are vacated, the University will follow the XI<sup>th</sup> Plan guidelines to engage persons on contractual basis as per provision under the Scheme. Vide UGC Lr.No. 6-7/97(JCRC) Vol.IV/dated 01.10.2014 and approved by the BOM vide item No. 1659/BOM.2015.III dated 24.03.2015.**

**15. SECTION OFFICER**

|    |   |  |
|----|---|--|
| 1  | Name of the post  | SECTION OFFICER  |
| 2  | Number of post(s)   | Eight  |
| 3  | Classification  | Group B  |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4600   |
| 5  | Whether Selection or Non-Selection Post   | Selection and Non-selection  |
| 6  | Age limit for direct recruits   | N.A.   |
| 7  | Educational & Other qualifications required for direct recruits   | i) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.<br>OR<br>A Bachelor degree in Law<br>ii) 5 years of experience in office work in an educational institution / government office   |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable except to the extent that the promotee should be a graduate   |
| 9  | Period of probation, if any   | Two year   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% Promotion out of which 50% - Selection and<br>50% - Non-selection, failing which direct recruitment.  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among the Assistants with 5 years of regular service failing which Assistants with combined regular services of 10 years as Assistant and UDC, out of which atleast three years service should have been rendered in the post of Assistant with satisfactory completion of probation. |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC of Group B service of GRI.   |
| 13 | Remarks, if any.  |  |

### 16. PRIVATE SECRETARY

|    |   |   |
|----|---|---|
| 1  | Name of the post  | PRIVATE SECRETARY   |
| 2  | Number of post(s)   | Two   |
| 3  | Classification  | Group B   |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4600  |
| 5  | Whether Selection or Non-Selection Post   | Selection(for promotion)  |
| 6  | Age limit for direct recruits   | 35 years  |
| 7  | Educational & Other qualifications required for direct recruits   | <u>Essential:</u><br>i) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.<br>ii) Shorthand Junior grade in English (80 wpm)<br>iii) 5 years of experience in office work in an educational institution / Government Office. Shorthand / typewriting in Hindi/Proficiency in English/Office Software's & Computer operations |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable, except to the extent that the promotee should be a graduate and should have passed Stenography in English (Junior Grade 80 wpm) and Typewriting in English (Senior Grade)   |
| 9  | Period of probation, if any   | Two years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% Promotion failing which direct recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from the personal assistants with six years of regular service or 10 years of regular service in the cadre of personal assistant and stenographer put together with atleast 3 years of regular service as Personal Assistant.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC of Group B service of GRI.  |
| 13 | Remarks, if any.  |   |

### 17. ASSISTANT ENGINEER

|    |   |  |
|----|---|--|
| 1  | Name of the post  | ASSISTANT ENGINEER   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group B  |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200   |
| 5  | Whether Selection or Non-Selection Post   | Not applicable   |
| 6  | Age limit for direct recruits   | Not exceeding 30 years   |
| 7  | Educational & Other qualifications required for direct recruits   | B.E. / B.Tech. in Civil Engineering or its equivalent with 3 years of experience in Pollution Control, Environmental Sanitation and Industrial Hygiene |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | Two years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group B service of GRI.   |
| 13 | Remarks, if any.  |  |



### 18. NON-MEDICAL DEMONSTRATOR

|    |   |  |
|----|---|--|
| 1  | Name of the post  | NON-MEDICAL DEMONSTRATOR   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group B  |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4600   |
| 5  | Whether Selection or Non-Selection Post   | Selection.   |
| 6  | Age limit for direct recruits   | Not exceeding 30 years   |
| 7  | Educational & Other qualifications required for direct recruits   | P.G. Degree with Diploma in Health Education/Diploma in Industrial Health/Diploma in Sanitary Science with 7 years experience in Teaching/Training |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Age limit Not applicable but qualification as per Column No.7  |
| 9  | Period of probation, if any   | Two years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% promotion; failing which, by direct recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among the Health Inspector with 6 years of regular service.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC of Group B service of GRI.   |
| 13 | Remarks, if any.  |  |

**19. COMPUTER OPERATOR**

|    |   |   |
|----|---|---|
| 1  | Name of the post  | COMPUTER OPERATOR   |
| 2  | Number of post(s)   | Two   |
| 3  | Classification  | Group B   |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post   | Selection(for promotion)  |
| 6  | Age limit for direct recruits   | Not exceeding 30 years  |
| 7  | Educational & Other qualifications required for direct recruits   | A pass in B.Sc. Computer Science or B.C.A. or B.Sc. IT or its equivalent.<br>OR<br>A pass in B.Sc. (Maths./ Statistics/ Physics) with P.G. Diploma in Computer Applications with 3 years of experience in the relevant field. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Age not applicable but educational qualification as mentioned in column no. 7 shall apply   |
| 9  | Period of probation, if any   | Two years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Direct Recruitment 50%<br>Promotion 50%; failing which, by direct recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among Data Entry Operator with 10 years of regular service.  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC / Selection Committee of Group B service of GRI.  |
| 13 | Remarks, if any.  |   |

**20. FOREMAN – USIC\***

|    |   |  |
|----|---|--|
| 1  | Name of the post  |  |
| 2  | Number of post(s)   |  |
| 3  | Classification  |  |
| 4  | Pay Band and Grade Pay  |  |
| 5  | Whether Selection or Non-Selection Post   |  |
| 6  | Age limit for direct recruits   |  |
| 7  | Educational & Other qualifications required for direct recruits   |  |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   |  |
| 9  | Period of probation, if any   |  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made |  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   |  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   |  |
| 13 | Remarks, if any.  |  |

**\* The post abolished (after the vacation of the post by Sri Peraman) and to be engaged on contractual basis as per vide UGC Lr.No. 6-7/97(JCRC) Vol.IV/dated 01.10.2014 and approved by the BOM vide item No. 1659/BOM.2015.III dated 24.03.2015.**

**21. HEALTH INSPECTOR (Senior Technical Assistant Grade)**

|    |   |   |
|----|---|---|
| 1  | Name of the post  | HEALTH INSPECTOR<br>(Senior Technical Assistant Grade)  |
| 2  | Number of post(s)   | Two   |
| 3  | Classification  | Group B   |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post   | Selection / Non-selection   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruits   | Graduation with P.G. Diploma in Health Education/ P.G. Diploma in Sanitary Science with 5 years experience in the relevant field. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not Applicable  |
| 9  | Period of probation, if any   | Two years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Promotion 100% failing which direct recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among the Health Inspector (GP Rs.2800) with 6 years of regular service  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC/Selection Committee of Group B service of GRI.  |
| 13 | Remarks, if any.  |   |

## 22. INSTRUCTOR (Khadi and Handloom Technology)

|    |   |   |
|----|---|---|
| 1  | Name of the post  | INSTRUCTOR (Khadi and Handloom Technology)<br>i) Spinning & Weaving - 1<br>ii) Wet Processing - 1<br>iii) Garments and Knitting -1  |
| 2  | Number of post(s)   | Three   |
| 3  | Classification  | Group B   |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post   | Not applicable  |
| 6  | Age limit for direct recruits   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruits   | <ol style="list-style-type: none"> <li>1. Three years Diploma Course in Khadi and Handloom Technology with specialization in               <ol style="list-style-type: none"> <li>i) Spinning and Weaving or</li> <li>ii) Wet Processing or</li> <li>iii) Garments and Knitting for the respective posts.</li> </ol> </li> <li>2. Three years practical experiences in the respective field.</li> <li>3. Teaching experience preferable.</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any   | Two years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | Direct Recruitment – 100%   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Not applicable.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group B service of GRI.  |
| 13 | Remarks, if any.  |   |

### 23. INSTRUCTOR (Hindi)

|    |   |  |
|----|---|--|
| 1  | Name of the post  | INSTRUCTOR (Hindi)   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group B  |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200   |
| 5  | Whether Selection or Non-Selection Post   | Not applicable   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | 1. Master's Degree in Hindi with a minimum of 55% marks.<br>2. Three years of teaching experience. |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | Two years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Not applicable.  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group B of GRI.   |
| 13 | Remarks, if any.  |  |

**24. RESEARCH ASSISTANT**

|    |   |   |
|----|---|---|
| 1  | Name of the post  | RESEARCH ASSISTANT  |
| 2  | Number of post(s)   | Five  |
| 3  | Classification  | Group B   |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post   | Not applicable  |
| 6  | Age limit for direct recruits   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruits   | <p>1. A Master's Degree in any discipline with 3 years of experience in designing and conducting field base survey.</p> <p>2. Ability to process and analyse data and documentation with computer knowledge.</p> <p><u>Desirable:</u><br/>Experience in Data Processing Software.</p> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any   | Two years   |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Not applicable.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group B service of GRI.  |
| 13 | Remarks, if any.  |   |

## 25. SENIOR TECHNICAL ASSISTANT

|    |   |  |
|----|---|--|
| 1  | Name of the post  | SENIOR TECHNICAL ASSISTANT   |
| 2  | Number of post(s)   | Four   |
| 3  | Classification  | Group B  |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200   |
| 5  | Whether Selection or Non-Selection Post   | Not applicable   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruits   | <ol style="list-style-type: none"> <li>1. Master's Degree with minimum 55% in relevant field with specialisation as per requirement</li> <li>2. Two years experience in relevant area</li> <li>3. For Agriculture – B.Sc. Degree in Agri./Horticulture with 3 years of experience in relevant field</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | Two years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | <ol style="list-style-type: none"> <li>(A). 100% by Direct Recruitment for Agriculture</li> <li>(B). 100% by Promotion failing which by Direct Recruitment for the following: <ol style="list-style-type: none"> <li>1. Physics 2. Bakery 3. Oil &amp; Soap</li> </ol> </li> </ol>                             |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | <ol style="list-style-type: none"> <li>1. Physics - Promotion from among Technical Assistant with 10 years of regular service.</li> <li>2. Bakery, Oil &amp; Soap - Promotion from among Technical Assistant with 6 years of regular service.</li> </ol>   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | Selection Committee of Group B service of GRI.   |
| 13 | Remarks, if any.  |  |



## 26. ASSISTANT

|    |   |   |
|----|---|---|
| 1  | Name of the post  | ASSISTANT   |
| 2  | Number of post(s)   | 14  |
| 3  | Classification  | Group B   |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800 +GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post   | Selection / Non-selection   |
| 6  | Age limit for direct recruits   | Not exceeding 35 years.   |
| 7  | Educational & Other qualifications required for direct recruits   | <ol style="list-style-type: none"> <li>1. A Bachelor's degree from a recognized university in 10+2+3 pattern or 11+1+3 pattern.</li> <li>2. Five years of experience on regular basis in Govt. / Govt. undertaking / university / Quasi Govt. / Autonomous Bodies.</li> <li>3. Proficiency in Computer Operations.</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Age not applicable. But educational and other qualifications will apply.  |
| 9  | Period of probation, if any   | One year  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | <p>80% promotion by Seniority-cum-Fitness</p> <p>20% promotion by Limited Departmental Competitive Test failing which by direct recruitment.</p>  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among the UDCs with 10 years of regular service.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC / Selection Committee of Group B service of GRI.  |
| 13 | Remarks, if any.  |   |

## 27. PERSONAL ASSISTANT

|    |   |  |
|----|---|--|
| 1  | Name of the post  | PERSONAL ASSISTANT   |
| 2  | Number of post(s)   | One  |
| 3  | Classification  | Group B  |
| 4  | Pay Band and Grade Pay  | PB-2 Rs.9300-34800+GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post   | Selection  |
| 6  | Age limit for direct recruits   | Not applicable   |
| 7  | Educational & Other qualifications required for direct recruits   | As applicable in the feeder cadre of Stenographer.                       |
| 8  | Whether age & qualifications prescribed for direct recruits will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any   | Two years  |
| 10 | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption grades from which promotion or by deputation/absorption to be made | 100% Promotion by Seniority-cum-Fitness.                                 |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made   | Promotion from among the Stenographers with 10 years of regular service. |
| 12 | Composition of Selection Committee/Departmental Promotion Committee   | DPC of Group B service of GRI  |
| 13 | Remarks, if any.  |  |

### 28. JUNIOR ENGINEER (Civil)

|    |  |   |
|----|--|---|
| 1  | Name of the post   | JUNIOR ENGINEER (Civil)   |
| 2  | Number of post(s)  | One   |
| 3  | Classification   | Group B   |
| 4  | Pay Band and Grade Pay   | PB-2 Rs.9300-34800 +GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post  | Not applicable  |
| 6  | Age limit for direct recruitment   | Not exceeding 30 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | A Bachelor's degree in Civil Engineering<br><br>OR<br>Diploma in Civil Engineering with 3 years of experience in Design, Construction and maintenance of building and roads |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group B service of GRI   |
| 13 | Remarks  |   |

## 29. HEALTH INSPECTOR

|    |  |   |
|----|--|---|
| 1  | Name of the post   | HEALTH INSPECTOR  |
| 2  | Number of post(s)  | 2   |
| 3  | Classification   | Group C   |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2800  |
| 5  | Whether Selection or Non-Selection Post  | Not applicable  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | B.Sc. (Chemistry) with P.G. Diploma in Sanitary Inspector's Course with 2 years experience in the relevant field.   |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.  |
| 13 | Remarks  | The existing one post of Sanitary Inspector (University Campus) is re-designated as Health Inspector.(University campus sanitation). Therefore, the Health Inspector post has become two. |

### 30. TECHNICAL ASSISTANT

|    |  |  |
|----|--|--|
| 1  | Name of the post   | TECHNICAL ASSISTANT  |
| 2  | Number of post(s)  | 7 + 9 + 3 = 19   |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2800   |
| 5  | Whether Selection or Non-Selection Post  | Not applicable   |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | 1. UG Degree in relevant discipline<br>2. Two years experience in the relevant field<br>3. For Language Lab (2 posts) certificate course in Teaching of English in reputed Institute/ University along with sl.no. 1 & 2 |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.   |
| 13 | Remarks  | The post of Lab Technician(5), Technical Assistant (Lab-2) , Extension Work(9), RIM(3)has been re-designated as Technical Assistant  |

### 31. STATISTICAL ASSISTANT

|    |  |  |
|----|--|--|
| 1  | Name of the post   | STATISTICAL ASSISTANT  |
| 2  | Number of post(s)  | 1  |
| 3  | Classification   | Group B  |
| 4  | Pay Band and Grade Pay   | PB-2 Rs.9300-34800 +GP Rs.4200   |
| 5  | Whether Selection or Non-Selection Post  | N.A.   |
| 6  | Age limit for direct recruitment   | Not exceeding 30 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | <p><b>Essential:</b> Post Graduate degree in Statistics / Mathematical Statistics / Applied Statistics OR Post Graduate degree in Economics / Mathematics (with Statistics as one of the subjects at degree level as well as one or two papers at PG level) from a recognized University with 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.<br/>Sound knowledge of computer applications.<br/>Proficiency in handling Data Processing Software.</p> <p><b>Desirable:</b> Post Graduate Diploma in Computer Applications (PGDCA) or equivalent.</p> |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group B service of GRI.   |
| 13 | Remarks  | The Pay Band and Grade Pay has been revised as per the UGC norms. (earlier the GP was Rs.2800)   |

### 32. DATA ENTRY OPERATOR

|    |  |   |
|----|--|---|
| 1  | Name of the post   | DATA ENTRY OPERATOR   |
| 2  | Number of post(s)  | 2   |
| 3  | Classification   | Group C   |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2400  |
| 5  | Whether Selection or Non-Selection Post  | N.A.  |
| 6  | Age limit for direct recruitment   | Not exceeding 27 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | 1. Bachelors Degree with 55% marks in Arts /Science / Commerce or Equivalent from a recognized University with P.G.D.C.A<br>2. Typewriting in English (Junior Grade)<br>3. Working knowledge in operating computers |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.  |
| 13 | Remarks  |   |

### 33. TECHNICIAN GRADE IV (USIC)\*

|    |  |  |
|----|--|--|
| 1  | Name of the post   | TECHNICIAN GRADE IV (USIC)*  |
| 2  | Number of post(s)  | 2  |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2800   |
| 5  | Whether Selection or Non-Selection Post  | Selection  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | Diploma in Electronics / Electrical / Mechanical Engineering with 3 years relevant experience in Industry / Research laboratory. |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.   |
| 13 | Remarks  |  |

**\*Note: Once the posts are vacated, the University will follow the XI<sup>th</sup> Plan guidelines to engage persons on contractual basis as per provision under the Scheme. Vide UGC Lr.No. 6-7/97(JCRC) Vol.IV/dated 01.10.2014 and approved by the BOM vide item No. 1659/BOM.2015.III dated 24.03.2015.**



### 34. UPPER DIVISION CLERK

|    |  |  |
|----|--|--|
| 1  | Name of the post   | UPPER DIVISION CLERK   |
| 2  | Number of post(s)  | 21   |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2400   |
| 5  | Whether Selection or Non-Selection Post  | Non-selection  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years.  |
| 7  | Educational & Other qualifications required for direct recruitment   | <ol style="list-style-type: none"> <li>1. Any degree from recognized university.</li> <li>2. Five years experience as L.D.C.</li> <li>3. Proficiency in computer operations and Word Processing Software's.</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100 % by Promotion failing which by Direct Recruitment.  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made  | Promotion from among the LDCs with 8 years of regular service.   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | DPC / Selection Committee of Group C service of GRI.   |
| 13 | Remarks  |  |

### 35. STENOGRAPHER

|    |  |  |
|----|--|--|
| 1  | Name of the post   | STENOGRAPHER   |
| 2  | Number of post(s)  | 5  |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2400   |
| 5  | Whether Selection or Non-Selection Post  | Selection(for promotion)   |
| 6  | Age limit for direct recruitment   | Not exceeding 27 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | <ol style="list-style-type: none"> <li>1. Bachelors degree from recognized university</li> <li>2. Shorthand English 80 w.p.m</li> <li>3. Typewriting 45 w.p.m. in English typing</li> <li>4. Knowledge of computer applications and Word Processing Software's.</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Age Not applicable<br>Education and other qualifications apply.  |
| 9  | Period of probation, if any  | Two years  |
| 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 | 80% by Direct Recruitment<br>20% by Promotion failing which by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Promotion from among the LDC with 8 years of regular service.  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | DPC / Selection Committee of Group C service of GRI.   |
| 13 | Remarks  |  |

### 36. AGRICULTURAL ASSISTANT

|    |  |   |
|----|--|---|
| 1  | Name of the post   | AGRICULTURAL ASSISTANT  |
| 2  | Number of post(s)  | 2   |
| 3  | Classification   | Group C   |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2400  |
| 5  | Whether Selection or Non-Selection Post  | N.A.  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | <ol style="list-style-type: none"> <li>1. Pass in Higher Secondary Examination with Science subjects and</li> <li>2. Two years Diploma Course in Agriculture from the reputed Institution</li> <li>3. 2 years experience in the field of Agriculture</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.  |
| 13 | Remarks  |   |

### 37. LIVESTOCK ASSISTANT

|    |  |   |
|----|--|---|
| 1  | Name of the post   | LIVESTOCK ASSISTANT   |
| 2  | Number of post(s)  | 1   |
| 3  | Classification   | Group C   |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2400  |
| 5  | Whether Selection or Non-Selection Post  | N.A.  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | 1. Pass in Higher Secondary Examination with Science subjects and<br>2. Two year Diploma Course in relevant discipline with 2 years experience. |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.  |
| 13 | Remarks  |   |

**38. SECURITY INSPECTOR (Sergeant)**

|    |  |  |
|----|--|--|
| 1  | Name of the post   | SECURITY INSPECTOR (Sergeant)  |
| 2  | Number of post(s)  | 1  |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.2400   |
| 5  | Whether Selection or Non-Selection Post  | N.A.   |
| 6  | Age limit for direct recruitment   | Not exceeding 40 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | Ex-serviceman in the rank of <i>Subedhar</i> or equivalent with Plus Two qualification |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.   |
| 13 | Remarks  |  |

### 39. LOWER DIVISION CLERK

|    |  |  |
|----|--|--|
| 1  | Name of the post   | LOWER DIVISION CLERK   |
| 2  | Number of post(s)  | 27   |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.1900   |
| 5  | Whether Selection or Non-Selection Post  | Selection(for promotion)   |
| 6  | Age limit for direct recruitment   | Not exceeding 27 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | 1. Any degree from recognized university.<br>2. Knowledge in Computer Applications and Word Processing Softwares.<br>3. Typewriting Junior Grade in English  |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Age not Applicable.<br>Qualification as laid down in Column No. 7.   |
| 9  | Period of probation, if any  | Two years  |
| 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 | i) 80% by Direct Recruitment<br>ii) 20% by promotion from Multi Tasking Staff with five years of regular service.<br><br>* Direct recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude / trade test. |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | 20% by promotion from Multi Tasking Staff with five years of regular service   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | DPC / Selection Committee of Group C service of GRI.   |
| 13 | Remarks  |  |

#### 40. TECHNICIAN Grade I (USIC)

|    |  |  |
|----|--|--|
| 1  | Name of the post   | TECHNICIAN Grade I (USIC)  |
| 2  | Number of post(s)  | 3  |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.1900   |
| 5  | Whether Selection or Non-Selection Post  | N.A.   |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | ITI Certificate with atleast one year experience in Mechanical / Electrical / Electronic shops of reputed industry / educational institution / research laboratory<br>(OR)<br>H.Sc. with Certificate in Glass blowing from a recognized Institution and 2 years experience in glass blowing. |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.   |
| 13 | Remarks  |  |

**\*Note: Once the posts are vacated, the University will follow the XI<sup>th</sup> Plan guidelines to engage persons on contractual basis as per provision under the Scheme. Vide UGC Lr.No. 6-7/97(JCRC) Vol.IV/dated 01.10.2014 and approved by the BOM vide item No. 1659/BOM.2015.III dated 24.03.2015.**

#### 41. TECHNICIAN

|    |  |   |
|----|--|---|
| 1  | Name of the post   | TECHNICIAN  |
| 2  | Number of post(s)  | 7   |
| 3  | Classification   | Group C   |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.1900  |
| 5  | Whether Selection or Non-Selection Post  | N.A.  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | <ol style="list-style-type: none"> <li>1. A pass in 10<sup>th</sup> Std with ITI certificate in the requisite trade</li> <li>2. Two years experience in relevant field</li> <li>3. For Multimedia – A Diploma in Multimedia along with 2 years of experience is needed</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.  |
| 13 | Remarks  | The existing posts of Plumber(1), Electrician(1), Multimedia(1), Carpenter(1), Mason(2) and Painter(1), are re-designated as Technician   |



#### 42. HEALTH OFFICER

|    |  |   |
|----|--|---|
| 1  | Name of the post   | HEALTH OFFICER  |
| 2  | Number of post(s)  | 2   |
| 3  | Classification   | Group A   |
| 4  | Pay Band and Grade Pay   | PB-3 Rs.15600-39100 +GP Rs.5400   |
| 5  | Whether Selection or Non-Selection Post  | N.A.  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | Recognised M.B.,B.S. of any University and registered with the Indian Medical Council and completion of compulsory rotating internship with three years teaching/administrative experience. Preference will be given to persons holding D.P.H. or B.S.Sc. |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment.   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group A service of GRI.  |
| 13 | Remarks  |   |

### 43. SENIOR LAB TECHNICIAN

|    |  |  |
|----|--|--|
| 1  | Name of the post   | SENIOR LAB TECHNICIAN  |
| 2  | Number of post(s)  | 1  |
| 3  | Classification   | Group B  |
| 4  | Pay Band and Grade Pay   | PB-2 Rs.9300-34800 + GP Rs.4200  |
| 5  | Whether Selection or Non-Selection Post  | N.A.   |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | First class in M.Sc. Zoology / M.Sc. Medical Entomology with Two years of teaching experience. |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group A service of GRI.   |
| 13 | Remarks  | The existing post of Entomologist is re-designated as Senior Lab Technician.                   |

#### 44. MICROBIOLOGIST

|    |  |  |
|----|--|--|
| 1  | Name of the post   | MICROBIOLOGIST   |
| 2  | Number of post(s)  | 1  |
| 3  | Classification   | Group A  |
| 4  | Pay Band and Grade Pay   | PB-3 Rs.15600-39100 +GP Rs.5400  |
| 5  | Whether Selection or Non-Selection Post  | N.A.   |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | First class in M.Sc. Microbiology with two years of teaching experience. |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group A service of GRI.                           |
| 13 | Remarks  |  |

**45. SOCIAL SCIENTIST CUM HEALTH EDUCATOR**

|    |  |   |
|----|--|---|
| 1  | Name of the post   | SOCIAL SCIENTIST CUM HEALTH EDUCATOR  |
| 2  | Number of post(s)  | 1   |
| 3  | Classification   | Group A   |
| 4  | Pay Band and Grade Pay   | PB-3 Rs.15600-39100 +GP Rs.5400   |
| 5  | Whether Selection or Non-Selection Post  | N.A.  |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | Post Graduate Degree in Sociology / Social Work not less than 55% of marks or equivalent grade with Post Graduate Diploma in Health Education with two years teaching experience. |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group A service of GRI.  |
| 13 | Remarks  |   |

#### 46. DRIVER

|    |  |  |
|----|--|--|
| 1  | Name of the post   | DRIVER   |
| 2  | Number of post(s)  | 5*   |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.1900   |
| 5  | Whether Selection or Non-Selection Post  | N.A.   |
| 6  | Age limit for direct recruitment   | Not exceeding 35 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | <b>Essential</b><br>1. A pass in 10 <sup>th</sup> Std<br>2. Heavy Motor vehicle driving licence<br>3. 2 years experience in Heavy Motor vehicle Driving.   |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | N.A.   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made  | As it is an entry level posts the same may be filled up by Direct Recruitment. The internal candidate who possess the relevant qualifications and experiences with age limit 40 years may be considered along with outside candidates. |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee  |
| 13 | Remarks  | The UGC has been requested to sanction 5 regular posts for Statutory Officers and staff cars. (Orders of UGC are awaited)  |

#### 47. AUTOMOBILE MECHANIC

|    |  |   |
|----|--|---|
| 1  | Name of the post   | AUTOMOBILE MECHANIC   |
| 2  | Number of post(s)  | 1   |
| 3  | Classification   | Group C   |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 + GP Rs.1900   |
| 5  | Whether Selection or Non-Selection Post  | N.A.  |
| 6  | Age limit for direct recruitment   | Not exceeding 27  |
| 7  | Educational & Other qualifications required for direct recruitment   | <ol style="list-style-type: none"> <li>1. A pass in 10<sup>th</sup> standard.</li> <li>2. ITI Certificate in Automobile Mechanical Trade from a recognized institution</li> <li>3. Two years experience in a reputed Automobile workshop</li> </ol> |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | N.A.  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made  | N.A.  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.  |
| 13 | Remarks  |   |

#### 48. MULTI-TASKING STAFF (MTS)

|    |  |   |
|----|--|---|
| 1  | Name of the post   | MULTI-TASKING STAFF (MTS)   |
| 2  | Number of post(s)  | 71*   |
| 3  | Classification   | Group C   |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.1800  |
| 5  | Whether Selection or Non-Selection Post  |   |
| 6  | Age limit for direct recruitment   | Not exceeding 30 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | 10 <sup>th</sup> pass<br>OR<br>ITI* pass in the relevant trade<br>*May be adopted as per special requirements of the post, if any |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | 100% by Direct Recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.  |
| 13 | Remarks  |   |

**\*Note: UGC in Lr.No. 6-7/97(JCRC) Vol.IV/dated 01.10.2014 has instructed that posts like Malis(Gardeners) and Head Malis(Head Gardeners) may be abolished as and when such posts fall vacant and such services are to be outsourced.**

**The Board of Management, vide item No. 1659/BOM.2015.III dated 24.03.2015, resolved to approve the above instruction of UGC, New Delhi. Therefore, the posts of Malis(Gardeners) and Head Malis(Head Gardeners) should not be filled up, as and when the post of gardeners become vacant due to retirement or other reasons and such services are to be outsourced.**

**Similarly, the work related to cleanliness should be outsourced instead of engaging regular staff vide UGC DO Letter dated 30.04.2002.**

**Out of the 5 posts of Gardeners, 4 have already retired and out of the 3 posts of Sanitary worker one person already has retired. Hence, the total strength of MTS has been reduced by 5 (4+1) from the existing 76, making it 71.**

**Further, after the retirement of the existing Gardner (1 No.) and Sanitary worker (2 No.), all the three posts shall be abolished and the total strength shall be brought down to 68 from 71.**

#### 49. PROFESSIONAL ASSISTANT

|    |  |   |
|----|--|---|
| 1  | Name of the post   | PROFESSIONAL ASSISTANT  |
| 2  | Number of post(s)  | Two<br>(CSSE&IP – 1 & CWS – 1)  |
| 3  | Classification   | PB-2 Rs.9300-34800 + GP 4200  |
| 4  | Pay Band and Grade Pay   | N.A.  |
| 5  | Whether Selection or Non-Selection Post  | Not applicable  |
| 6  | Age limit for direct recruitment   | Not exceeding 30 years  |
| 7  | Educational & Other qualifications required for direct recruitment   | Master's degree in Library & Information Science (M.Lib. or M.Lib. & Inf.Sc.)/M.Lib.Sc. or B.Lib. Inf.Sc./B.Lib.Sc. with 3 years experience |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable  |
| 9  | Period of probation, if any  | Two years   |
| 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 | Direct recruitment  |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable  |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of GRI  |
| 13 | Remarks  |   |



### 50. LIBRARY ATTENDANT

|    |  |  |
|----|--|--|
| 1  | Name of the post   | LIBRARY ATTENDANT  |
| 2  | Number of post(s)  | One<br>(CSSE&IP)   |
| 3  | Classification   | Group C  |
| 4  | Pay Band and Grade Pay   | PB-1 Rs.5200-20200 +GP Rs.1800   |
| 5  | Whether Selection or Non-Selection Post  | N.A.   |
| 6  | Age limit for direct recruitment   | Not exceeding 27 years   |
| 7  | Educational & Other qualifications required for direct recruitment   | 10 <sup>th</sup> Pass<br><u>Desirable:</u><br>1) Certificate Course in Library Science/Library & Information Science from a recognized Institution<br>2) Having knowledge of computers |
| 8  | Whether age & qualifications prescribed for direct recruitment will apply in case of promotees   | Not applicable   |
| 9  | Period of probation, if any  | Two years  |
| 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 | 100% by Direct Recruitment   |
| 11 | In case of recruitment by Promotion/deputation/absorption, grades from which promotion/deputation absorption to be made  | Not applicable   |
| 12 | Composition of Selection Committee/Departmental Promotion Committee  | Selection Committee of Group C service of GRI.   |
| 13 | Remarks  |  |

