

ANNEXURE-I

Name of the post	Deputy Registrar
No. of Posts	One
Classification	Group-A
Scale of pay	PB-3 Grade pay of Rs.7600/-
Whether selection post or non-selection posts	Selection Post
Age limit for direct recruits	Below 45 years (relaxation age as per reservation policy of the Govt. of India)
Education and other qualifications required for direct recruits	<p>i) 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>ii) Five years of experience as a Lecturer in a college or a university with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and /or other Institutions of higher education.</p> <p>OR</p> <p>Five years of administrative experience as Asst. Registrar (Grade pay of Rs.5400) or in equivalent post.</p> <p>Desirable: Degree in Management or Law and ability to supervise computerized administration with innovative approach, knowledge of financial management and accounting practices.</p>
Period of probation	2 years
Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment failing which through deputation.
In case of rectt. by deputation, grades from which deputation to be made	Deputation Officers under the Central/State Governments holding analogous posts or with at least 5/8 years service in posts in the comparable scale of pay as per Central Pay Commission or equivalent, respectively, and having experience in administration, establishment and accounts matters. (Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding in any other Government Department shall not ordinarily exceed three years)

ANNEXURE-I

Name of the post	Technical Assistant
No. of Posts	One
Classification	Group-B
Scale of pay	PB-2; Grade Pay Rs.4200/-
Whether selection post or non-selection posts	Selection post
Age limit for direct recruits	30 years (with 5 years relaxation for Government employees and SC/ST candidates)
Education and other qualifications required for direct recruits	First class Diploma in engineering in Electrical & Electronics Engineering field. A good academic record is essential. The requirement of First class can be relaxed by 5% for candidates with Masters degree in Science or Bachelors degree in Engineering
Period of probation	2 years
Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment failing which through deputation.
In case of rectt. by deputation, grades from which deputation to be made	Deputation Officers under the Central/State Governments holding analogous posts or with at least 5/8 years service in posts in the comparable scale of pay as per Central Pay Commission or equivalent, respectively, and having experience in administration, establishment and accounts matters. (Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding in any other Government Department shall not ordinarily exceed three years)

ANNEXURE-I

Name of the post	Superintendent /Accountant
No. of Posts	One
Classification	Group-B
Scale of pay	PB-2; Grade Pay Rs.4200/-
Whether selection post or non-selection posts	Selection post
Age limit for direct recruits	30 years (with 5 years relaxation for Government employees and SC/ST candidates)
Education and other qualifications required for direct recruits	First class Bachelor degree with 2 years experience in Office Management. For the post of Accountant, a B.Com.(Hons.) degree is essential (Accountancy as a special subject or a Chartered or Cost Account's Degree for Diploma is desirable). Knowledge of computer based accounting system essential for accounts. A Master's Degree will count as 2 years experience
Period of probation	2 years
Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment failing which through deputation.
In case of rectt. by deputation, grades from which deputation to be made	Deputation Officers under the Central/State Governments holding analogous posts or with at least 5/8 years service in posts in the comparable scale of pay as per Central Pay Commission or equivalent, respectively, and having experience in administration, establishment and accounts matters. (Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding in any other Government Department shall not ordinarily exceed three years)

ANNEXURE-I

Name of the post	Technicians
No. of Posts	Two
Classification	Group-C
Scale of pay	PB-1; Grade Pay Rs.2000/-
Whether selection post or non-selection posts	Selection post
Age limit for direct recruits	28 years (with 5 years relaxation for Government employees and SC/ST candidates)
Education and other qualifications required for directs recruits	Diploma in Engineering of 3 years duration in Electronics&Communications Engg / Computer Science & Engg OR B.Sc. Degree in Physics OR Senior (10+2) and ITI course of one year or higher duration in Electrician trade OR Matric with at least 50% marks + ITI Certificate of two years duration in Electrician trade. The duty of a Technician will not be limited to any particular trade, but will cover all trades necessary in the laboratory/shop he is attached to
Period of probation	2 years
Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment failing which through deputation.
In case of rectt. by deputation, grades from which deputation to be made	Deputation Officers under the Central/State Governments holding analogous posts or with at least 5/8 years service in posts in the comparable scale of pay as per Central Pay Commission or equivalent, respectively, and having experience in administration, establishment and accounts matters. (Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding in any other Government Department shall not ordinarily exceed three years)