

Sl. No	Particulars	Approved
1.	Name of the post	Chief Administrative Officer
2.	No. of posts	One
3.	Classification	Group "A"
4.	Scale	PB 3 Rs. 15600-39100+GP 7,600/-
5.	Whether selection post or Non-selection post	Selection
6.	Age for direct recruitment	Up to 50 years
7.	Education and other qualifications required for direct recruits	<p>Essential</p> <p>a) Post graduate Degree from a recognized University b) 10 years experience in application of Rules, Regulations or Procedures in the area of establishment or financial management practices in Central OR State Govt/ Govt. Autonomous Body with at least 5 years continuous regular service in the Grade pay of Rs. 6600/- and combined continuous service of 10 years the Grade Pay of Rs. 6600/- and Rs. 5400/- in administration.</p> <p>Desirable Knowledge of Computer Applications /Management Information system</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods	Promotion failing which by deputation / direct recruitment
11.	In case recruitment is by promotion or transfer, grade from which promotion, transfer or deputation be made	<p>(a) Promotion of Administrative Officer/ Registrar in PB-3, Rs. 15600-39100+Grade Pay of Rs. 6600/- having rendered 5 years service in the grade after appointment thereto on regular basis.</p> <p>(b) Failing (a) above, promotion of Administrative Officer/ Registrar who have completed at least 3 years continuous regular service in the Grade pay of Rs. 6600/- and combined continuous service of 10 years as Registrar/ Assistant Registrar.</p> <p>(c) Transfer on deputation of officers holding analogous post or at least 5 years continuous regular service in the Grade pay of Rs. 6600/-.</p>
12.	If a departmental promotion committee exists, what is its composition	Group 'A' DPC
13.	Consultation with UPSC	Not required as per Bye-Laws -
14.	Remarks	

Sl. No	Particulars	Approved
1.	Name of the Post	Chief Accounts Officer
2.	No. of Posts	One
3.	Classification	Group "A"
4.	Scale	PB 3 Rs. 15600-39100 + GP 6600/-
5.	Whether selection post or non-selection post	Selection
6.	Age for direct recruitment	Up to 40 years
7.	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(a) Post graduate in commerce or M.B.A with specialization in finance from a recognized University or A.C.A/I.C.W.A</p> <p>(b) Five years of regular service in the Grade Pay of Rs. 5400/- OR Seven years of regular service in the grade pay of Rs.4600/- or 6 years of regular service in the grade pay of Rs.4800/-in Central/ State Govt/ Govt. Autonomous body</p> <p>Desirable</p> <p>Knowledge of Computer Applications/Management Information Systems</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation/ transfer and percentage of vacancies to be filled by various methods	Promotion failing which by deputation / direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made.	<p>(a) Promotion of Assistant Registrar with 5 years of regular service in the grade pay of Rs. 5400/- OR</p> <p>(b) combined continuous service of 8 years as Assistant Registrar/ Accounts Officer OR</p> <p>(c) promotion of Accounts Officer with 8 years of regular service in the grade pay of Rs.4600/- or 7 years of regular service in the grade pay of Rs.4800/-</p> <p>Transfer on deputation of officers holding analogous post or Accounts Officer in the grade pay of Rs.5400/- with 5 years of regular service with experience in finalization of accounts.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Group 'A' DPC
13.	Consultation with UPSC	Not required as per the Bye-Laws
14.	Remarks	-

Sl. No	PARTICULARS	APPROVED
1.	Name of the Post	Registrar
2.	No. of Posts	One
3.	Classification	Group "A"
4.	Scale of Pay	PB-3 : Rs. 15,600-39,100/- + GP : Rs. 6,600/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 40 years
7.	Educational and other qualifications required for direct recruits	Essential a) Graduate from a recognized university b) 8 years of experience in Administration with atleast 3 years of experience in a senior administrative position.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Desirable Preference will be given to those who have experience of working in higher educational institution. Age : No Qualification : Yes
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods	Promotion failing which by deputation Central/ autonomous bodies holding the analogous post / Direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made.	Promotion of officers in the grade of Assistant Registrar / Accounts Officer or any other officer in the Grade Pay of Rs. 5,400/- with five years of service failing which AAO or any other officer in the Grade Pay of Rs. 4,800/- with six years of service.
12.	If a Departmental Promotion Committee exists, what is its composition?	Group "A" DPC
13.	Remarks	

Sl. No.	PARTICULARS	APPROVED
1.	Name of the Post	Administrative Officer
2.	No. of Posts	One
3.	Classification	Group "A"
4.	Scale of Pay	PB-3 : Rs. 15,600-39,100/- + GP : Rs. 6,600/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 40 years.
7.	Educational and other qualifications required for direct recruits	Essential a) Any degree of a recognized university (preferably in Public Administration or Business Management) b) 8 years experience in Administration and / or accounts with at least 6 years of experience in the rank of Section Officer or above in a government organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age : No Qualification : Yes
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods	Promotion, failing which by deputation / direct recruitment

11. In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made.

Promotion of officers in the grade of Assistant Registrar / Accounts Officer or any other officer in the Grade Pay of Rs. 5,400/- with five years of service failing which AAO or any other officer in the Grade Pay of Rs. 4,800/- / Rs.4600/- with six/seven years of service respectively.

In case of deputation, officers should be of the rank of Section Officer or above in central/state Govt./ statutory/ autonomous organizations with 8 years of experience in administration or at least six years of experience in the rank of Section Officer.

12. If a Departmental Promotion Committee exists, what is its composition?

Group "A" DPC

13. Remarks

No consultation with UPSC is required.

Sl. No.	PARTICULARS	APPROVED
1.	Name of the Post	Assistant Registrar (Academics)
2.	No. of Posts	One
3.	Classification	Group "A"
4.	Scale of Pay	PB-3 : Rs. 15,600-39,100/- + GP : Rs. 5,400/-
5.	Whether selection post or non-selection post	Non Selection
6.	Age limit for direct recruitment	Up to 35 years
7.	Educational and other qualifications required for direct recruits	Essential a) Graduate from a recognized university b) 5 years of experience in Administration out of which at least 3 years should be in a supervisory capacity. Desirable Good knowledge of academic affairs and experience in handling admission and examination work in higher educational institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age : No Qualification : Yes
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods	Promotion failing which by deputation/direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made.	Promotion of officers in the grade of A.A.O. with two years of service failing which Sr. Accountant / Office Superintendent / Executive Assistant Gr. I / other officers in the Grade Pay of Rs. 4,600/- with three years of service.
12.	If a Departmental Promotion Committee exists, what is its composition?	Group "A" DPC
13.	Remarks	--

Sl. No	Particulars	Approved
1.	Name of the post	Stores & Purchase Officer
2.	No. of posts	One
3.	Classification	Group "A"
4.	Scale of Pay	PB 3 Rs. 15600-39100 + GP Rs.5400
5.	Whether selection post or Non-selection post	Selection
6.	Age for direct recruitment	Up to 35 years
7.	Education and other qualifications required for direct recruits	<p>Essential</p> <p>a) Graduate from a recognized university</p> <p>b) 5 years experience as supervisor in Stores /Purchase /Administration, in Government/ Govt. Autonomous bodies/ PSUs out of which at least 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, or in the grade pay of Rs. 4200/- with 8 years of service. In the case of applicants from the PSUs comparable pay scales would apply.</p> <p>Desirable</p> <p>c) Good Knowledge of material management and experience in handling Stores & Purchase matters.</p> <p>d) Post-graduate diploma in material management</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods	Promotion failing which by Deputation/Direct Recruitment
11.	In case recruitment is by promotion or transfer, grade from which promotion, transfer or deputation be made	<p>Promotion of officers in the grade of Assistant Administrative Officer with 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, failing which Office Superintendent/ Stores Supervisor/ Assistant Gr. I (Stores & Purchase)/ in the grade pay of Rs. 4200/- with 8 years of service.</p> <p>Deputation of officers holding analogous post or Officers with 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, or in the grade pay of Rs. 4200/- with 8 years of service.</p>
12.	If a departmental promotion committee exists, what is its composition	Group "A" DPC
13.	Consultation with UPSC	Not required as per the Bye-Laws
14.	Remarks	-

Sl. No.	PARTICULARS
1.	Name of the Post Assistant Administrative Officer
2.	No. of Posts One
3.	Classification Group "B" gazetted,
4.	Scale of Pay Rs. 6,500-200-10,500/- (V CPC) PB-2 Rs. 9300-34800/- + GP Rs.4600/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post Not applicable
6.	Age for direct recruitment Below 30 years
7.	Educational and other qualifications required for direct recruits Essential: a) Graduate from a recognized university b) 5 years experience in administration and accounts out of which atleast 3 years should be in a supervisory capacity. c) Knowledge of working experience of government rules and regulations. Should pass a competitive / departmental examination conducted by the institute Desirable: Knowledge of computers.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees Age may be relaxed in case of promotees, but educational qualifications prescribed for direct recruitment candidates will have to be met
9.	Period of probation, if any Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods Promotion failing which by deputation / direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made. Promotion from the grade of Office Superintendent / Sr. Accountant with three years service in the grade on the basis of competitive examination.
12.	If a Departmental Promotion Committee exists, what is its composition? Group "B" Departmental Promotion Committee.
13.	Remarks --

Sl. No	Particulars
1.	Name of the post Accounts Officer
2.	No. of posts One
3.	Classification Group "B" Gazetted, Ministerial
4.	Scale of Pay Rs. 7,450-225-11,500/- (V CPC) PB-2 Rs. 9300-34800/- + GP Rs.4600/- (Revised as per VI CPC)
5.	Whether selection post or Non-selection post Selection, in case of promotion
6.	Age for direct recruitment 45 years, relaxable in case of departmental candidates
7.	Education and other qualifications required for direct recruits Essential <ul style="list-style-type: none"> • Degree of a recognized university (preferably in commerce) • 6 years of experience in supervisory capacity in Accounts section Desirable <ul style="list-style-type: none"> • Knowledge of FR/SR and GFR and other rules of Government of India
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees Relaxable in case of departmental candidates
9.	Period of probation, if any Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods Promotion, failing which, deputation
11.	In case recruitment is by promotion or transfer, grade from which promotion, transfer or deputation be made <i>Promotion of officers</i> in the grade of A.A.O. (Rs. 6,500-10,500/-) with three years of service failing which AAO with combined service of 6 years in the grades of AAO or Sr. Accountant / Office Superintendent.
12.	If a departmental promotion committee exists, what is its composition Group "B" Departmental Promotion Committee
13.	Remarks --

Sl. No.	PARTICULARS	
1.	Name of the Post	Asst. Audit Officer (IAC)
2.	No. of Posts	One
3.	Classification	Group "B" Non-gazetted
4.	Scale of Pay	Rs. 6,500-200-10,500/- (V CPC) PB-2 Rs. 9300-34800/- + GP Rs.4600/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post	Not applicable
6.	Age for direct recruitment	Below 30 years
7.	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>a) Graduate from a recognized University (preferably in commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM.</p> <p>b) 3 years experience in accounts and audit</p> <p>c) Knowledge of work experience of government rules and regulations.</p> <p>Desirable</p> <p>Knowledge of computers.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age may be relaxed in case of departmental candidates
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation/transfer and percentage of vacancies to be filled by various methods	Deputation, failing which, direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made.	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Group "B" Departmental Promotion Committee
13.	Remarks	--

Sl. No.	Particulars	Approved
1	Name of the Post	Hostel Superintendent
2	No. of Posts	One
3	Classification	Group "B"
4	Scale	PB-2 Rs. 9300- 34800 + GP Rs.4600
5	Whether selection post or Non-selection post	Not applicable
6	Age for direct recruitment	Up to 30 years
7	Education and other qualifications required for direct recruits	Essential a) A Bachelor's Degree from a recognized University b) Minimum of 5 years experience in any Govt. hostel or Guest house or star Hotel Desirable Bachelor of Hotel Management from a recognized University/ Master's Degree in Hotel Management from a recognized University/ MBA in HR from a recognized University
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods	Direct Recruitment
11	In case recruitment is by promotion or transfer, grade from which promotion, transfer or deputation be made	Not applicable
12	If a departmental promotion committee exists, what is its composition	Not applicable
13.	Consultation with UPSC	Not required as per the Bye-Laws
14.	Remarks	-

Sl. No.	PARTICULARS	
1.	Name of the Post	Senior Accountant
2.	No. of Posts	One
3.	Classification	Group "B" Non Gazetted, Ministerial
4.	Scale of Pay	Rs. 5,500-175-9,000/- (V CPC) PB-2 Rs. 9300-34800/- + GP Rs.4200/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post	Selection, in case of promotion
6.	Age for direct recruitment	30 years. Relaxable for departmental candidates
7.	Educational and other qualifications required for direct recruits	Essential a) Degree of a recognized university b) SAS examination conducted by the Controller and Auditor General of India Desirable Knowledge of government rules and regulations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	SAS qualification is relaxable in case of departmental candidates
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation / transfer and percentage of vacancies to be filled by various methods	Promotion, failing which, deputation
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made.	Promotion of officers in the grade of Accountant (Rs. 4,500-7,000/-) with 5 years service, Office Assistant (Rs. 4,500-7,000/-) with 5 years service. UDCs / Store Keeper (Rs. 4,000-6,000/-) with 8 years service in the grade on the basis of competitive examinations in (a) general English and general knowledge (including Constitution of India), (b) service rules and regulations – Part I and II. Transfer on deputation of officers in the grade of section officer from the office of the Accountant General, Karnataka, Bangalore or State Government Offices
12.	If a Departmental Promotion Committee exists, what is its composition?	Group "B" Departmental promotion committee
13.	Remarks	--

Sl. No.	Particulars	
1.	Name of the post	Office Superintendent
2.	No. of posts	One
3.	Classification	Group "B" non-gazetted Ministerial
4.	Scale of Pay	Rs. 5,500-175-9,000/- (V CPC) PB-2 Rs. 9300-34800/- + GP Rs.4200/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post	Selection post, in case of promotion
6.	Age for direct recruitment	30 years (relaxable for departmental candidates)
7.	Education and other qualification required for direct recruits	Essential (a) Degree of a recognized university (b) 10 years experience in the Ministerial line Desirable Knowledge of Government rules and regulations
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age relaxable in case of departmental candidates
9.	Period of probation, if any	Two years
10.	Method of Recruitment	Promotion, failing which, Direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Promotion of officers in the grade of Accountant (Rs. 4,500-7,000/-) with 5 years of service, Office Assistant with 5 years of service (Rs.4,500-7,000/-), UDC / Store Keeper with 8 years service in the grade on the basis of competitive examinations in (a) General English and General Knowledge (including Constitution of India) and (b) service rules and regulations.
12.	If a DPC exists, what is it's composition?	Group "B" Departmental Promotion Committee
13.	Remarks	--

Sl. No.	Particulars	Approved
1.	Name of the Post	Executive Assistant Gr II
2.	No. of Posts	Six
3.	Classification	Group "B"
4.	Scale	PB 2: Rs. 9,300-34,800/- + GP : Rs. 4,200/-
5.	Whether selection post or non-selection post	Selection
6.	Age for direct recruitment	Up to 30 years
7.	Educational and other qualifications required for direct recruits	Essential a) Bachelor's Degree of a recognized university b) Skill Test - Shorthand : Dictation 10 mts. @ 100 wpm, Transcription 40 mts on computer Desirable Five years experience as Stenographer / Steno-Typist/ Secretarial Assistance Knowledge of computers, MS office, DTP software packages
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age - No Qualification: Yes
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct or by deputation/ transfer and percentage of vacancies to be filled by various methods	Promotion failing which by direct recruitment.
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion, transfer or deputation be made.	Promotion from Stenographer Grade II / Executive Assistants Grade II in the grade pay of Rs. 2,400/- who have put in at least 10 years service on the basis of skill test
12.	If a Departmental Promotion Committee exists, what is its composition?	Group "B" DPC
13.	Consultation with UPSC	Not required as per the Bye-Laws
14.	Remarks	-

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Hindi Translator
2.	No. of posts	One
3.	Classification	Group "B"
4.	Scale of Pay	PB 2: Rs. 9,300-34,800/- + GP : Rs. 4,200/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Up to 30 years
7.	Education and other qualification required for direct recruits	Essential a) Post Graduate degree in Hindi from a recognized University or equivalent b) English as a major subject at graduate level c) Certificate / Diploma in Hindi translation Desirable a) Knowledge of computers. b) Two years experience in translation from English to Hindi and Vice-Versa
8.	Whether age and educational 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	100% Direct
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Not applicable
12.	If a DPC exists, what is its composition?	Group "B" DPC
13.	Remarks	--

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Security Officer
2.	No. of posts	One
3.	Classification	Group "B"
4.	Scale of Pay	PB 2 : Rs. 9,300-34,800/- + GP : Rs. 4,200/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Up to 30 years
7.	Education and other qualification required for direct recruits	Degree of a recognized University with at least 5 years experience as Asst. Security Officer in Govt. or PSU / Statutory/ Autonomous Body <u>OR</u> An ex-serviceman of a suitable rank and having trained in the area of security
8.	Whether age and educational 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	Direct
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Not applicable
12.	If a DPC exists, what is its composition?	Group "B" DPC
13.	Remarks	--

Sl. No.	Particulars
1.	Name of the post Publicity & Information Officer
2.	No. of posts One
3.	Classification Group "C" Non-gazetted, Non-ministerial
4.	Scale of Pay Rs. 4,500-125-7,000/- (V CPC) PB-1 Rs. 5200-20200/- + GP Rs.2800/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post Not applicable
6.	Age for direct recruitment Below 30 years
7.	Education and other qualification required for direct recruits Essential a) Degree of a recognized university or equivalent b) Degree / Diploma / Certificate in Journalism of a recognized University / institution Desirable Two years professional experience
8.	Whether age and educational 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 100% Direct
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made Not applicable
12.	If a DPC exists, what is it's composition? Not applicable
13.	Remarks --

Sl. No.	Particulars
1.	Name of the post Accountant
2.	No. of posts Two
3.	Classification Group "C" Non-gazetted - Ministerial
4.	Scale of Pay Rs. 4,500-125-7,000/- (V CPC) PB-1 Rs. 5200-20200/- + GP Rs.2800/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post Selection
6.	Age for direct recruitment Below 30 years for direct recruitment
7.	Education and other qualification required for direct recruits Essential a) Degree in Commerce from a recognized university b) Knowledge of Government rules and regulations Desirable 2 years experience in Accounts in Govt./ Semi-Govt./ Autonomous bodies
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees Age - No; Qualification - No; but two years experience in Accounts in Govt./ Semi-Govt. / Autonomous bodies essential
9.	Period of Probation, if any Two years
10.	Method of Recruitment 100% promotion, failing which, by deputation / transfer failing which by direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made Promotion from among UDCs / Store Keeper with five years service in the grade on the basis of competitive examination in Accounts and Govt. rules and regulations.
12.	If a DPC exists, what is it's composition? Departmental Promotion Committee for Group "C" posts
13.	Remarks --

Sl. No.	Particulars
1.	Name of the post Stores Supervisor
2.	No. of posts One
3.	Classification Group "C" Non-gazetted
4.	Scale of Pay Rs. 4,500-125-7,000/- (V CPC) PB-1 Rs. 5200-20200/- + GP Rs.2800/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post Not applicable
6.	Age for direct recruitment Below 30 years
7.	Education and other qualification required for direct recruits Essential: a) Degree of a recognized university b) Three years experience in Store-keeping / inventory control materials management.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees No
9.	Period of Probation, if any Two years
10.	Method of Recruitment Promotion, failing which direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made Promotion of officers in the grade of Store Keeper with three years service on the basis of Seniority-cum-fitness.
12.	If a DPC exists, what is it's composition? D.P.C. for Group "C" posts
13.	Remarks --

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Assistant Gr. II (including Auditor - 1 post)
2.	No. of posts	Eight
3.	Classification	Group "C"
4.	Scale of Pay	PB 1: Rs. 5,200-20,200/- + G.P ; Rs. 2,400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 27 years
7.	Education and other qualification required for direct recruits	Essential Degree of a recognized University Desirable a) Two years experience in a Govt. / Semi-Govt. / Autonomous organization / recognized educational institution. b) Knowledge of computers - MS Office/Accounting package
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of protees	No
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	25% by promotion on the basis of competitive examination limited to Assistant Gr. III who have put in five years service in the grade. 25% by promotion among Assistant Gr. III with 8 years of service on the basis of seniority cum fitness. 50% by Direct Recruitment.
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation made	Promotion among Assistant Gr. III with five or seven years of service as mentioned in Sl. No. 10 above, as the case may be.
12.	If DPC exists, what is its composition?	Group "C" DPC
13.	Remarks	

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Medical Records Technician
2.	No. of posts	One
3.	Classification	Group "C"
4.	Scale of Pay	PB 1: Rs. 5,200-20,200/- + G.P : Rs. 2,400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 27 years
7.	Education and other qualification required for direct recruits	Essential Graduate with Diploma in Medical records keeping
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	NA
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Direct
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	NA
12.	If a DPC exists, what is its composition?	Group "C" DPC
13.	Remarks	--

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Assistant Gr. II (Stores)
2.	No. of posts	One
3.	Classification	Group "C"
4.	Scale of Pay	PB 1: Rs. 5,200-20,200/- + G.P : Rs. 2,400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 27 years
7.	Education and other qualification required for direct recruits	Essential Degree of a recognized University with two years experience in handling stores of Govt. / Semi-Govt. / Autonomous Body / Educational Institution. Must be conversant with procedure and accounting of stores Desirable: Knowledge of computers, MS office / Inventory package.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age : No Qualification : Yes
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Promotion failing which by Direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Promotion among Assistant Gr. III who have put in five years service of which two years experience in handling stores
12.	If a DPC exists, what is its composition?	Group "C" DPC
13.	Remarks	--

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Assistant Gr. III * (Documentation)
2.	No. of posts	One
3.	Classification	Group "C"
4.	Scale of Pay	PB 1 : Rs. 5,200-20,200/- + GP : Rs. 1,900/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 27 years
7.	Education and other qualification required for direct recruits	Essential a) PUC or equivalent qualification b) Minimum speed of 35 wpm in English Typing on computer Desirable Knowledge of computer - MS Office, DTP software packages Experience in operating Photo copier, electronic stencil cutter and duplicating machines
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age - No Qualification - Yes
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Promotion failing which by Direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Promotion among staff with 3 years of service in Grade Pay of Rs. 1,800/- on the basis of competitive test
12.	If a DPC exists, what is its composition?	Group "C" DPC
13.	Remarks	--

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Assistant Gr. III *
2.	No. of posts	Seven
3.	Classification	Group "C"
4.	Scale of Pay	PB 1 : Rs. 5,200-20,200/- + GP : Rs. 1,900/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 27 years
7.	Education and other qualification required for direct recruits	Essential a) PUC or equivalent qualification b) Minimum speed of 35 wpm in English Typing on computer Desirable Knowledge of computer - MS Office, DTP software packages
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age - No Qualification - Yes
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	90% Direct, 10% Promotion failing which by DR
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Promotion among staff with 3 years of service in Grade Pay of Rs. 1,800/- on the basis of competitive test
12.	If a DPC exists, what is its composition?	Group "C" DPC
13.	Remarks	--

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Assistant Gr. III (Hindi) *
2.	No. of posts	One
3.	Classification	Group "C"
4.	Scale of Pay	PB 1 : Rs. 5,200-20,200/- + GP : Rs. 1,900/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 27 years
7.	Education and other qualification required for direct recruits	Essential a) PUC or equivalent qualification b) Minimum speed of 35 wpm in English Typing and 30 wpm in Hindi typing on computer Desirable Knowledge of computer - MS Office, Hindi word processing packages
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age - No Qualification - Yes
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Promotion failing which by direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Promotion among staff with 3 years of service in Grade Pay of Rs. 1,800/- on the basis of competitive tests
12.	If a DPC exists, what is its composition?	Group "C" DPC
13.	Remarks	--

Sl. No.	Particulars
1.	Name of the post Receptionist
2.	No. of posts One
3.	Classification Group "C" Non-gazetted, Ministerial
4.	Scale of Pay Rs. 3,050-75-3,950-80-4,590/- (V CPC) PB-1 Rs. 5200-20200/- + GP Rs.1900/- (Revised as per VI CPC)
5.	Whether selection post or non-selection post Not Applicable
6.	Age for direct recruitment Below 25 years
7.	Education and other qualification required for direct recruits Essential SSLC or equivalent Desirable Certificate / knowledge of telephone operation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees No
9.	Period of Probation, if any Two years
10.	Method of Recruitment 100% Direct
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made Not Applicable
12.	If a DPC exists, what is it's composition? Not Applicable
13.	Remarks --