

**General Rules of Recruitment and Promotion
of Academic and Non Academic Staff
of NIOS
(Part I & II)**

(As amended upto March, 2007)



NATIONAL INSTITUTE OF OPEN SCHOOLING

Formerly known as National Open School (NOS)

B-31B, Kailash Colony, New Delhi - 110048

**General Rules of Recruitment and Promotion of
Academic and Non Academic Staff
of NIOS
(Part I)**

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General Rules of Recruitment and Promotion of Academic and Non Academic Staff of NIOS

PART I

(As amended upto March, 2007)

1. These rules “General Rules of Recruitment and Promotion of Academic and Non Academic Staff of NIOS” supersede the provisions contained in Chapter 2 (except paras 2.6, 2.9 and 2.10) and Chapter 6 of NIOS Service Rules (1994) of Part I.
2. These provisions will come into effect from the date of notification of these Rules.
3. **General**

The structure of NIOS comprises of Academic, Administrative and Technical wings. Amongst these there are mainly '2' cadres viz. 'Academic' & 'Administrative' comprising of various posts as mentioned in Annexure 'C' referred to as Rule 5.1 of Part II.

While amending the Recruitment and Promotion Rules, endeavour has been made to maintain the identity of each cadre to avoid complexities in future. However in the larger interest of the organization, it has been decided that due to administrative exigencies, staff in a particular cadre can be required to perform the functions and duties of the post in the other cadre without disturbing the basic structure of that cadre to which the staff belongs. While doing so the interest of that staff would be fully protected, in that, the period spent by that staff for the purpose of discharging the functions and duties of different cadre and the experience gained therein would be treated at par with the original cadre to which the staff belongs along with his/her seniority. In other words, the conditions of service can be changed by the organization but not the service conditions in so far as interchanging of functions and duties to be performed by the staff in different cadres is concerned.

- 3.1 The following shall be mode of recruitment for various posts available in NIOS in accordance with the Recruitment & Promotion Rules for various posts as laid down in Part II of these Rules.
 - i) Direct Recruitment
 - ii) Promotion
 - iii) Transfer on Deputation with provision for absorption
 - iv) Appointment on contract

4.1 Direct Recruitment by Open Selection

4.1.1 Appointment by direct recruitment in any post shall be made on the recommendations of a Selection Committee from amongst eligible candidates applying in response to an advertisement, notification through Employment Exchange or general circulation.

4.1.2 Direct Recruitment means Open Recruitment and Selection on the basis of an interview. However, the selection may be on the basis of a written test/skill test and/or interview as may be decided by the Appointing Authority.

4.1.3 For the purpose of Open Recruitment mentioned in sub rule 4.1.2 applications from amongst eligible candidates applying in response to advertisement etc. mentioned in sub rule 4.1.1 would be considered. Fulfillment of minimum qualification may not necessarily lead to short listing of candidates.

4.1.4 Minimum Qualification and Experience

For recruitment to various posts the qualifications and experience shall be as prescribed in the Recruitment and Promotion Rules and where these are not prescribed, the same will be as may be prescribed by Executive Board from time to time.

4.1.5 Age Limit

The upper age limit for appointment to various posts where not prescribed under the Recruitment Rules will be as may be prescribed by the Executive Board from time to time. Generally the age limit prescribed by Government of India for various posts shall be followed. Relaxation of age may be given to candidates belonging to SC/ST/Ex-serviceman and other categories given as per the order of Government of India issued from time to time.

4.1.6 Written/Skill Test

The details of written examination and Skill Test for the purpose of open recruitment or promotion to various posts in the NIOS will be as specified by the Appointing Authority.

4.1.7 The Appointing Authority may on recommendation of the Selection Committee relax some essential/desirable conditions in respect of direct recruitment/selection, in case the candidate is found otherwise suitable. Age limit will not be applicable for NIOS employees.

4.1.8 Reservations of Vacancies

The policy of the Government of India with regard to reservation for various categories of posts in recruitment/promotion etc. shall be followed.

4.1.9 Appointment on Contract

Appointment on contract for specific assignments shall be made by the Chairman/Secretary on consolidated salary, taking into consideration the nature of assignment and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. Duration of such contracts normally shall not exceed one year at a time. It can, however, be extended for a maximum of three years with the approval of the Chairman.

4.1.10 Constitution Of Selection Committee

The constitution of the Selection Committee for various posts shall be as indicated below. However, as per the rules of the Govt. of India, if none of the officers included in the DPC/Selection committee as per composition given in the Recruitment Rules is an SC/ST officer, it would be necessary to co-opt a member belonging to SC/ST Community. This provision would be applicable for all cadres in NIOS.

A. For the Heads of Departments (Secretary and Director level officers)

- | | | |
|------|--|-----------------|
| i) | Chairman, NIOS | Chairman |
| ii) | Joint Secretary(SE)/JEA, MHRD
(Department of Education) | Member |
| iii) | One member of the Executive Board
nominated by the Chairman | Member |
| iv) | Two external experts in the
field nominated by the Chairman | Member |
| v) | Secretary, NIOS | Member-Convenor |

B. For other appointments in Gr -‘A’ for the scales from Rs.8000-13500 and above

- | | | |
|------|--|-----------------|
| i) | Chairman, NIOS | Chairman |
| ii) | Joint Secretary (SE)/JEA, MHRD
(Department of Education) | Member |
| iii) | One member of the Executive
Board nominated by the Chairman | Member |
| iv) | Two external experts in the
field nominated by the Chairman | Member |
| v) | Secretary, NIOS | Member-Convenor |

Note : Director (Academic) may be co-opted as a member in case of selection of Tutors (Re-designated as Academic Officer and Research and Evaluation Officer)

C. For Group B posts

- | | | |
|------|---|-----------------|
| i) | Chairman, NIOS | Chairman |
| ii) | Nominee from Department of Education,
MHRD not below the level of
Under Secretary | Member |
| iii) | Head of the Department (s) concerned | Member |
| iv) | One external expert in the area concerned
to be nominated by the Chairman | Member |
| v) | Secretary, NIOS | Member-Convenor |

D. For Group C and D staff

i)	Secretary, NIOS	Chairman
ii)	Nominee of Department of Education MHRD, not below the level of Under Secretary	Member
iii)	One external expert to be nominated by Secretary, NIOS	Member
iv)	One HOD concerned	Member
v)	Dy. Director (Admn.)/ Asstt. Director (Admn.)	Member-Convenor

Note: Quorum of the meeting of the Selection Committee shall be three members out of which at least one should be an external member.

4.1.11 All the decisions of the Selection Committee will be by a simple majority. In case there is a tie, the Chairman of the Committee shall have a casting vote. The Selection Committee shall make its recommendation as to the suitability of the candidates referred to it for consideration of the Appointing Authority. If the Appointing Authority does not accept the recommendations of the Committee, it shall record the reasons for such non acceptance. Provided, however, that in any or all such cases where the decision is taken by the Executive Board, such decision shall be final.

4.1.12 The Selection Committee may prepare a select list of candidates found suitable which shall remain valid for a period of 12 months.

4.1.13 In respect of all selection posts, if the candidate with prescribed qualifications is not available, factual records of the Selection Committees proceedings shall be kept for five years. If a candidate who does not fulfill the qualifications prescribed for the post is recommended for appointment by relaxing the said qualifications/experience, the reasons for such recommendation shall be invariably recorded.

4.1.14 An appointment shall take effect from the date on which the appointee joins duty at the National Institute of Open Schooling or at such other place as the National Institute of Open Schooling may direct.

4.1.15 Probation

- i) Every person appointed to a permanent post under the National Institute of Open Schooling on direct recruitment shall be on probation in such a post for a period of two years. Persons appointed on promotion which involves change in the Group viz. promotion from Group 'B' to 'A' will also entail probation for two years.
- ii) The Appointing Authority may extend the probation period of an employee by another 6 months.

- iii) Wherein the performance, progress and general conduct of an employee appointed to a post under the National Institute of Open Schooling on probation is not found satisfactory or up to the standard required for the post or such an employee does not complete his period of probation satisfactorily, the Appointing Authority may terminate his service under the National Institute of Open Schooling at any time during or immediately at the end of probation or extended probation period without assigning any reason.
- iv) Every person appointed to a permanent post under the National Institute of Open Schooling by promotion or by direct recruitment shall, on satisfactory completion of the prescribed period of probation, be eligible for substantive appointment to that post i.e. for confirmation in that post by the Appointing Authority.
- v) Where a post is available temporarily, the same will be filled up as per Recruitment Rules on temporary basis only. As soon as that post is available permanently, the employee appointed/promoted on that post on temporary basis will be put on probation under sub rule (i) of this Rule. The period spent on temporary post may count towards probation.

Similarly, a temporary employee can leave his service after giving one month's notice or a sum equivalent to pay and allowances in lieu thereof. The services of an employee in temporary capacity can be terminated by giving one-month notice by NIOS/or a sum equivalent to pay and allowances in lieu of notice.

The services of a permanent employee holding substantive appointment shall be terminable by a notice of three months if the post held by him is abolished.

Notwithstanding anything contained in above rules the general principles followed by the Government of India in respect of probation on appointment shall be followed by NIOS also.

5. Promotion

5.1 Guiding Principles

- (a) Every person eligible for promotion and coming within the zone of consideration shall be considered for promotion.
- (b) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (c) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (d) Minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation.

5.2 Constitution of the Departmental Promotion Committee

- 5.2.1 For promotion, declaration of satisfactory completion of probation and confirmation to various posts in the NIOS, the Departmental Promotion Committee shall be the same as given in Rule 4.1.10 *ibid.*

5.3 Functions of the DPC

5.3.1 The Departmental Promotion Committee (DPC) will consider and make recommendations in all cases of:

- i) Promotion of employees to selection as well as non selection posts and
- ii) Confirmation of the employees on their respective posts.

5.4 Mode of Promotion

5.4.1 Each Departmental Promotion Committee will decide for itself the method and procedure to be followed. DPC may not hold personal interviews for all or any single category of posts under its consideration and may do so only if it deems necessary. DPC may also recommend relaxation of any condition of recruitment rules in exceptional cases.

5.4.2 For each DPC the zone of consideration, i.e. the number of eligible officers/officials to be considered for inclusion in the panel, will be as per following schedule.

No. of Vacancies	Zone
1.	5
2.	8
3.	10
4 or more	Three time the number of vacancies.

5.4.3 For promotion to the post with revised pay scale (grade) of Rs.12,000 – 16,500 and above.

- i) The mode of promotion shall be selection.
- ii) The benchmark for promotion, as it is now, shall continue to be 'Very Good'.
- iii) The DPC shall, for promotions to the said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the bench mark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

For promotion to grades below the revised pay scale (grade) of Rs.12,000-16,500 (including promotions from lower Groups to Group 'A' posts/grades/services)

- i) The mode of promotion shall be 'selection'.
- ii) The benchmark for promotion, as it is now, shall continue to be 'Good'.
- iii) The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their

inter- se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.

5.5 Promotion to Non-Selection Posts

- 5.5.1 The employees should be placed in the panel in the order of their seniority, for its consideration. The DPC should categorize the employees as 'Fit' or 'Not Yet Fit' for promotion on an assessment of their records. The inter-se seniority of the persons thus promoted shall not be disturbed.
- 5.5.2 The recommendations of the DPC shall normally be binding on the organization. Review DPC can be held if some factual error comes to notice. The Appointing Authority in exceptional cases for reasons to be recorded in writing may overrule the recommendations of the DPC.
- 5.5.3 The period of service that will qualify for promotion under these Rules shall be the completed years of service in the NIOS as on 1st January of the year preceding the financial years for which the panel is to be prepared.
- 5.5.4 The vacancy year shall be financial year based and the DPC is to be held by middle of July.
- 5.5.5 For DPC the following documents are to be placed. (a) completed CRs/Integrity Certificate/ Vigilance Clearance/ Seniority List / Penalty and Vacancy Position and forwarding DPC letters.

5.6 Ad-hoc Promotions

- 5.6.1 The Appointing Authority will be the Competent Authority to make all ad-hoc promotions whenever necessary upto a period of one year ordinarily based on the general guidelines laid down by the Government of India for such adhoc promotions. However in exceptional cases for the reasons to be recorded, a period of adhoc promotion may be extended by Chairman, NIOS.

5.7 Assured Career Promotion (ACP)

- 5.7.1 The scheme of Assured Career Promotion (ACP) to Group B, C & D employees and certain categories of Group A employees will be governed by the orders issued by Government of India from time to time.

5.8 Refusal of Promotion

- 5.8.1 When an employee does not want to accept a promotion (other than adhoc promotion) which is offered to him, he may make a written request that he may not be promoted. The Appointing Authority may, after considering the request (i) enforce the promotion, if the reasons advanced for refusal of promotion are not acceptable. (ii) promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. In respect of cases falling under (ii) above, no fresh offer of appointment shall be made to the employee, who refused promotion, for a period of one year from the date of refusal of promotion, or till a next vacancy arises whichever is later.

Further, on the eventual promotion to the higher grade, such employee will lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier.

- 5.8.2 In all cases, the Government of India orders relating to refusal of promotion as amended from time to time shall be applicable.

5.8.3 Cases of promotion not covered in this rule, shall be governed by the Central Government rules.

Note : In case of consideration of an employee against whom disciplinary proceedings are pending, recommendation of DPC will be kept in a sealed cover to be opened immediately after such proceedings are over.

6. **General**

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

6.1 **Power to Relax**

Notwithstanding anything contained in these Rules, where the Executive Board is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any clause in the case of any employee.

6.2 **Removal of Difficulties**

The Executive Board may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.

6.3 **Interpretation**

Where any doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Executive Board for a decision, which shall be final.

6.4 **Amendment of Rules**

The Executive Board shall have the authority to amend, modify change, withdraw, suspend, relax any or all of these Rules. The decisions of the Executive Board shall be final and binding on all employees.

6.5 **Residuary Matters**

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

General Rules of Recruitment and Promotion of Academic and Non Academic Staff of NIOS

PART II

(As amended upto March, 2007)

1. SHORT TITLE AND COMMENCEMENT

1.1 These Rules may be called “National Institute of Open Schooling Recruitment & Promotion Rules, 2007.” These Rules will apply to the following categories of regular employees:

(A) **Heads of Departments**

(B) **Academic (Group A Posts)**

(C) **Non Academic**

(C-1) Group A Posts

(C-2) Group B, C & D Posts

(C-2.1) Administrative, Ministerial & Secretarial

(C-2.2) Technical Posts

1. PRO

2. Computers

3. Printing

4. Library

5. Media

6. Translation

(C-2.3) Others

(C-2.4) Group D

1.2 These Rules shall come into force with effect from the date of notification of these Rules by the National Institute of Open Schooling.

2. **SANCTIONED POSTS**

2.1 The sanctioned posts with the scale of pay attached thereto are given in Annexure-A.

2.2 The NIOS may:

- (a) create new cadre as it deems fit;
- (b) make such alterations, variations, and other modifications in the existing cadres and their structure as it deems fit; and
- (c) amalgamate two of more cadres or divide one or more cadres into such number (s), as it deems fit.

3. **INITIAL RECRUITMENT**

3.1 The employees working on regular basis and including those who were transferred from Central Board of Secondary Education (CBSE), i.e., other than on ad-hoc appointment or on deputation or on daily wages or on contract on the date of commencement of these Rules, would be treated as recruited under these Rules.

Note: The terms and conditions on which the staff of CBSE was transferred to National Open School, will, however remain unaffected.

3.2 The inter-se seniority of employees included in a grade in any cadre, at the time of initial constitution shall be counted from the date of the appointment to the post on regular basis, with the seniority assigned at the time of appointment being protected or the date of seniority assigned to the deputationists who are absorbed in NIOS as the case may be. The inter-se seniority of those who are taken on transfer from CBSE will maintain their inter-se seniority in CBSE. After the initial constitution is completed, the seniority shall be determined according to the seniority rules framed by the NIOS and in its absence, the seniority rules framed by Govt. of India in respect of its employees, will be followed mutatis mutandis.

4. **FUTURE RECRUITMENT**

4.1 On and from the commencement of these Rules, the method of recruitment shall be as specified under these Rules. The qualification, age, experience etc. required for direct recruitment to the various posts will be as specified in Annexure 'B'. Age, qualification and experience specified for direct recruitment may not be insisted upon in case of promotion, unless otherwise specified for eligibility for promotion.

5. **APPOINTMENT-RECRUITMENT AND PROMOTION**

5.1 The various grades with scales of pay, method of recruitment, grade from which promotion is to be made under each cadre referred to in Rule 1.1, shall be as specified in the Annexure-C.

5.2 All appointments made under these Rules shall be as per provisions of General Rules of Recruitment Promotion of Academic and Non Academic Staff of NIOS.

6. (1) Notwithstanding anything contained in Rule 5, vacancies in any grade to be filled by direct recruitment or where sufficient number of employees are not available for promotion against the promotion quota, may be filled by taking officials of appropriate grade on deputation for specified periods from Central / State Governments / autonomous bodies without prejudice to the right of the existing employees for promotion in so far as promotion quota is concerned.

- (2) In the event of any vacancy remaining unfilled due to the refusal of promotion by one or more employees, for a period of one year from the date of offer of appointment on promotion to the first candidate, such vacancies may be filled by appointment on contract or on deputation or by direct recruitment.

7. **TRANSFER LIABILITY**

All employees will be liable for transfer/posting anywhere in India.

8. **CONTROLLING AUTHORITY OF THE POSTS**

The Controlling Authority of Group 'A' and Group 'B' posts of all the cadres except Head of the Departments (HODs) shall be the Chairman and for HODs posts it shall be the Executive Board. The Controlling Authority for 'C' and 'D' Group posts shall be the Secretary.

Sanctioned Posts

<i>Sl.</i>	<i>Category/Designation</i>	<i>Scales of Pay (2007)</i>	<i>No. of Sanctioned Posts (2007)</i>
1.	Secretary	14300-400-18300	01
2.	Director (Academic)	14300-400-18300	01
3.	Director Evaluation*/ Director Vocational Education/ Director Students Support Services	14300-400-18300	03
4.	Joint Director	14300-400-18300	06
5.	Deputy Director**	12000-375-16500	14
6.	Publication Officer	12000-375-16500	01
7.	System Analyst-cum-Programmer	12000-375-16500	01
8.	Assistant Director	10000-325-15200	20
9.	Accounts Officer	10000-325-15200	01
10.	Academic Officer ***	8000-275-13500	21
11.	Research & Evaluation Officer	8000-275-13500	01
12.	Librarian	8000-275-13500	01
13.	Section Officer	6500-200-10500	27
14.	PS to Chairman	6500-200-10500	01
15.	Public Relations Officer	6500-200-10500	01
16.	Hindi Officer	6500-200-10500	01
17.	Assistant Audit Officer	6500-200-10500	01
18.	EDP Supervisor	5500-175-9000	01
19.	Graphic Artist	5500-175-9000	01
20.	Editor (Media)	5500-175-9000	01
21.	Cameraman	5500-175-9000	01
22.	Assistant Librarian	5500-175-9000	01
23.	Superintendent ****	5500-175-9000	10
24.	Technical Assistant	5500-175-9000	02
25.	Personal Assistant	5500-175-9000	03
26.	Production Assistant	4500-125-7000	01
27.	Translator	4500-125-7000	01
28.	Library Assistant.	4000-100-6000	01
29.	Assistant	4000-100-6000	40
30.	Internal Auditor/Junior Auditor	4000-100-6000	02
31.	Stenographer	4000-100-6000	06
32.	Data Entry Operator/Junior Assistant	3050-75-3950-80-4590	53
33.	Electrician	3050-75-3950-80-4590	01
34.	Staff Car Driver	3050-75-3950-80-4590	03
35.	Photocopier Operator	3050-75-3950-80-4590	01
36.	Peons and Mali	2250-55-2660-60-3200	19
			250

Note : * Previously designated Controller of Examinations

** Includes 2 posts of previously designated Deputy Education Officer

*** Previously designated Tutor

**** Previously designated Desk Officer

1. Name of Post : **Secretary**
2. Scale of Pay : Rs. 14300-400-18300
3. Educational and other qualifications required for direct recruits : NA
4. In case of recruitment by deputation/transfer grade from which deputation/transfer to be made : **In case of recruitment by Deputation/ Transfer**
 - a. From All India Services and organized Group A Services holding analogous posts on regular basis or 5 years regular service in the scale of Rs. 12000-375-16500, having knowledge of :
 - i) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
 - ii) Working knowledge of Hindi/English and Computers

Failing which
 - b. Officers of Govt./ Semi Govt./ Autonomous Bodies or Institutions holding analogous post on regular basis or 5 years of regular service in the grade of Rs. 12000-375-16500 having knowledge of :
 - i) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
 - ii) Working knowledge of Hindi/English and Computers

Desirable

 - (i) Second class Masters degree with 55% marks

Or

 - (ii) PG Degree/Diploma in Management

1. Name of Post : **Director (Academic)**
2. Scale of Pay : Rs. 14300-400-18300
3. Age for direct recruits : Preferably below 52 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. Should have consistently good academic record with first or high second class (B+) Masters Degree or equivalent.
 2. Either a Doctorate Degree of an Indian or Foreign University or equivalent published research work of high standard
 3. 10 years regular service in the scale of Rs.10000-325-15200 or 5 years regular service in the scale of Rs.12000-375-16500 in Academic Administration, Planning, preparation and production of self learning materials/text books at the school stage.
 4. Academic contribution and experience in the field of Open and Distance Education system
 5. Should have experience in conducting and/or guiding research.
 6. Knowledge of both Hindi and English

Desirable

1. Post Graduate Degree/Diploma in Education/Distance Education.
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made **In case of recruitment by Deputation/ Transfer**
- (a) Officers/Academics from Central or State Governments, Statutory Bodies, Universities, Professional and Research Institutions and Bodies etc.
 1. Holding analogous post on regular basis

or

 2. With 5 years regular service in the pay scale of Rs. 12000-375-16500 from govt. department/ autonomous organization
 - (b) Possessing qualification prescribed for direct recruits in col.4.

1. Name of the post : **Director Evaluation* / Director Vocational Education / Director Student Support Services**
2. Scale of Pay : Rs. 14300-400-18300
3. Age : Preferably below 52 years
4. Educational and other qualifications required for direct recruits :

Essential

1. At least second class Master's Degree with 55% marks or B+
2. 10 years regular service in the scale of Rs.10000-325-15200 or 5 years of regular service in the scale of Rs.12000-375-16500 in any of the following fields.
 - i) Conduct of public examinations at the Board or University level, work of confidential section (paper setting/confidential paper printing) examination reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement
 - Or
 - ii) Planning, preparation and production of self-learning materials / text books at pre-degree level especially for vocational/professional courses, running of any reputed institute in Vocational Education/ Training Approved by AICTE or any State Government
 - Or
 - iii) Educational Administration including HRD, training of teachers, running of any reputed school/college level institution, management and finance of educational institutions, learner support system.
3. Organization of Seminars/Conferences and Orientation Programmes
4. Working knowledge of Hindi/English.

* Previous designation: Controller of Examinations

Desirable

- a. Either a Doctorate Degree of an Indian or Foreign University or equivalent published research work of high standard.
- b. Outstanding academic contribution in the field of distance education.
- c. Post Graduate/Degree/Diploma in Management/ Teaching/Education
- d. Experience in an Open Learning/ Distance Education Institution.

5. In case of recruitment by deputation/ :
transfer grade from which deputation/
transfer to be made

**In case of recruitment by
Deputation/ Transfer**

- a) Officers from Central or State Government, Universities/Semi Government/Autonomous organizations Professional and Research Institutions and bodies holding analogous post or with 5 years regular continuous service in the pay scale of Rs. 12000-375-16500 or equivalent scale from Government/Semi Government /Autonomous Bodies.
- b) Qualifications prescribed for direct recruits.

Desirable

- a) Experience in Open Learning/Distance Education.

1. Name of the Post : **Joint Director (Academic)**
2. Scale of pay : Rs.14300-400-18300
3. Age : Below 47 years
4. Educational and other qualifications required for direct recruits : **Essential**
- i) Master's Degree in any subject with at least 55% marks.
 - ii) At least five years of regular service in the scale of pay of Rs.12000-16500 or 10 years of regular service in the scale of Rs.10000-15200 in Academic Administration, Planning, Preparation and Production of Self Learning Material/Text books at the school stage.
 - iii) Experience and aptitude in the development and production of teaching learning material in the related areas.
 - iv) Experience of organizing Workshops, Seminars and Conferences.
 - v) Working knowledge of Hindi and English.
 - vi) Working knowledge of computer operations.
- Desirable**
- i) Ph.D in the relevant subject or in Education
 - ii) Post Graduate Degree/Diploma in Education/ Distance Education
5. In case of recruitment by deputation/transfer grade from which deputation /transfer to be made : **In case of recruitment by Deputation/ transfer**
- (a) Persons holding analogous post or with 5 years of regular continuous service in the scale of Rs. 12000-375-16500 in Central/State Govt./ Autonomous organization dealing in Educational Planning and Administration
 - (b) Qualifications prescribed for direct recruits.
 - (c) Working knowledge of computer operations
 - (d) Working knowledge of Hindi and English.

1. Name of Post : **Joint Director (Media)**
2. Scale of pay : Rs.14300-400-18300
3. Age for direct recruits : Below 47 years
4. Educational and other qualifications required for direct recruits : **Essential**
- i. Master's Degree preferably in Mass Communication
 - ii. A Post Graduate Degree/ Diploma from a recognized University/ Institute in production of Radio Programmes/Films
 - iii. Five years experience in the scale of Rs.12000-375-16500 or 10 years experience in the scale of Rs.10000-325-15200 or equivalent in planning and executing Media Production
5. In case of recruitment by deputation/transfer grade from which deputation /transfer to be made : **In case of recruitment by Deputation/ Transfer**
- i. Master's Degree preferably in Mass Communication
 - ii. A Post Graduate Degree/ Diploma from a recognized University/ Institute in Production of Radio Programmes/Films
 - iii. Persons holding analogous post or with 5 years regular service in the scale of Rs.12000-375-16500 or 10 years of regular service in the scale of Rs.10000-15200 in Central/State Govt./ Autonomous organization and possessing the qualification prescribed in column 4.
 - iv. Experience in planning and executing media production
- Desirable:**
- a) Experience in Open Learning/ Distance Education.

1. Name of the post : **Joint Director (Administration)**
2. Scale of Pay : Rs. 14300-400-18300
3. Age : Below 47 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. At least second class Master's Degree with 55% marks
 2. At least 5 years regular service in the scale of Rs.12000-16500 or 10 years regular service in the scale of Rs.10000-15200 in any two of the following fields:
 - i) Administration including Finance and HRD
 - ii) Conduct of public examinations at the Board or University level
 - iii) Organisation of Seminars, Conferences/ Orientation programmes for teachers and key personnel.
 3. Knowledge of Government of India's Rules and Regulations regarding administration, service conditions, finance and accounts matters
 4. Working knowledge of Hindi/English
- Desirable**
- i) Post Graduate Degree/Diploma in Management
 - ii) Experience in an Open Learning/Distance Education Institution
 - iii) Working knowledge of computer operations
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by Deputation/Transfer**
- a) Officers from Central or State Government, Universities/ Semi Government/Autonomous organizations/ professional and research institutions and bodies holding analogous post on regular basis or with 5 years regular service in the pay scale of Rs.12000-16500
 - b) Preferably possessing the qualifications prescribed for direct recruits
- Desirable**
- i) Experience in Open Learning/Distance
 - ii) Working knowledge of computer operations
 - iii) Working knowledge of English and Hindi

1. Name of the post : **Dy. Director (Academic)***
2. Scale of Pay : Rs. 12000-375-16500
3. Age : Below 42 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. Second class Master's Degree in any subject with at least 55% marks
 2. 5 years of regular service in the scale of Rs.10000-325-15200 or 10 years of regular service in the pay scale of Rs.8000-275-13500 with experience in any of the following:
 - i. Academic Administration, Research, Planning, Preparation and Production of Self learning materials/text books at the school stage for Academic/Vocational subjects.
Or
 - ii. Worked in any reputed institute of Academic/Vocational Education/Training Centre approved by the AICTE or any State Government in the above mentioned scale.
 3. Knowledge of computer operations
 4. Experience in organization of Seminars, Conferences and Orientation programmes for key personnel.
 5. Working knowledge of Hindi/ English

Desirable

1. Experience in Open Learning/Distance Education Institutions.
2. Post Graduate Degree/Diploma in Education/Distance Education.

* Includes post of DEO re-designated as Deputy Director (Academic)

5. In case of recruitment by :
deputation/transfer grade from
which deputation/transfer to be made

**In case of recruitment by
Deputation/Transfer**

- a) Officers from Central or State Government, Universities/Semi-Government/Autonomous organizations, professional and research institutions and bodies holding analogous post on regular basis or with 5 years regular service in the scale of Rs.10000-325-15200.
- b) Qualifications prescribed for direct recruits.

Desirable

- a) Experience in Open Learning/ Distance Education.
- b) Working knowledge of computer operations.
- c) Working knowledge of Hindi and English.

1. Name of the post : **Dy. Director (Administration)**
2. Scale of Pay : Rs. 12000-375-16500
3. Age : Below 42 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. At least second class Master's Degree with 55% marks.
 2. 5 years of regular service in the scale of Rs.10000-325-15200 or 10 years of regular service in the scale of Rs.8000-275-13500 in any two of the following fields.
 - (i) Experience in Administration, Finance, Legal Matters
 - (ii) Conduct of public examinations at the Board or University level
 - (iii) Training Programmes for teachers and key personnel, running of school level institutions. Organization of Seminars, Conference, Learner Management.
 - (iv) Knowledge of Government of India Rules regarding Administration, service conditions, finance and accounts matters
 3. Working knowledge of Hindi/English.
- Desirable**
1. Post Graduate Degree/Diploma in Management
 2. Experience in an Open Learning/Distance Education institution.
 3. Working knowledge of computer operations.
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by deputation/transfer**
- a) Officers from Central or State Government, Universities/Semi Government/Autonomous Organizations Professional and Research Institutions and bodies holding analogous post on regular basis or with 5 years regular service in the pay scale of Rs.10000-325-15200 or equivalent scale from Government/Semi Government/Autonomous Bodies.
 - b) Preferably possessing the qualification prescribed for direct recruits.

1. Name of Post : **Deputy Director (Accounts)***
2. Scale of Pay : Rs.12000-375-16500
3. Classification of Post : Group 'A'
4. Educational and other qualifications/
experience required for direct recruits : 1. Passed SAS examination conducted by C&AG or its equivalent examination conducted by other Central Accounting Organisations i.e. Civil, Railway, Defence & Postal/Telecom etc. in the analogous scale or 5 years of regular continuous service in the grade of Rs.10000-15200 or 8 years in 8000-13500.
2. Working knowledge of Hindi/English and Computers
5. In case of recruitment by deputation/
transfer grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/
Transfer**
- a) On deputation from IA & AS or various central Government Accounts Services holding analogous posts or posts in the scale of Rs.10000-325-15200 with 5 years service in the grade on regular basis or 8 years in the grade of Rs.8000-13500.
- b) Working knowledge of Hindi/English and Computers

*Post allocated from Deputy Director (Admn.)

1. Name of the Post : **Publication Officer**
2. Scale of Pay : Rs.12000-375-16500
3. Age : Below 42 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. At least Second class Masters Degree from recognized University.
 2. A Post Graduate Degree/Diploma in Printing Technology from a recognized Institution
Or
Two years Post-Graduate Diploma in Book Publishing with specialization in Book Production from a recognized University or equivalent.
 3. At least 5 years experience in printing production of text book general publication, journals etc in the scale of Rs.10000-325-15200 or 10 years of service in the scale of Rs.6500-200-10500 or equivalent in a reputed publishing/printing organization or in Govt./ autonomous organisation dealing with printing & publishing.
 4. Thorough knowledge of book production techniques and modern processes of printing.
- Desirable**
- i) Working knowledge in English and Hindi
 - ii) Working knowledge of computer operations.
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by Deputation/Transfer**
- a) Officers from Central or State Government Universities/ Professional & Research Institutions/ Bodies or Autonomous bodies.
 - b) Holding analogous posts on regular basis
Or
With not less than 5 years regular service in the pay scale of Rs.10000-15200 or 10 years of regular service in the pay scale of Rs.6500-200-10500
 - c) Preferably possessing qualifications prescribed as per Col.4
 - d) Working knowledge of computer operations.
 - e) Working knowledge of English and Hindi

1. Name of the Post : **System Analyst cum Programmer**
2. Scale of Pay : Rs.12000-375-16500
3. Age : Below 42 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. Either MCA with 55% marks or B.E. in Computer Science or Electronics & Telecommunication.
 2. Minimum 5 years experience in computer operations and Data Base Management in scale of Rs.10000-325-15200 or equivalent or 10 years in the scale of Rs.6500-200-10500.
 3. Working knowledge of English and Hindi
- Desirable**
1. Experience in supervising a computer centre
- Or
2. Experience in System Management, System Design and Analysis.
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by Deputation/Transfer**
- a) Officer holding analogous posts or those with 5 years service in Rs.10000-352-15200 on regular basis or 10 years in the pay scale of Rs.6500-200-10500 from Central/State Govt., University, Professional and Research Institutions or Bodies.
 - b) Preferably possessing qualifications prescribed for direct recruits
 - c) Working knowledge of English and Hindi

1. Name of the post : **Assistant Director (Academic)**
2. Scale of Pay : Rs. 10000-325-15200
3. Age : Below 37 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. At least second class Master Degree in any subject with at least 55% marks
 2. At least 5 years regular service in the scale of Rs.8000-13500 and experience in Academic Administration, Research, Planning, Preparation and Production of self learning materials/text books at the school stage for Academic/Vocational subjects.
Or
Worked in any reputed institute of Vocational Education/Training Centre approved by the AICTE or any State Government for at least 5 years in a supervisory capacity in teaching
 3. Knowledge of computer operations
 4. Experience in organization of Seminars, Conferences and Orientation programmes for key personnel
 5. Working knowledge of Hindi/English
- Desirable**
- i) Experience in Open Learning/Distance Education Institutions
 - ii) A Post Graduate Degree/Diploma in Distance Education
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by Deputation/Transfer**
- (a) Officers from Central or State Government, Universities/ Semi Government/Autonomous organizations, Professional and Research

Institutions and bodies holding analogous post on regular basis or with 5 years regular service in the scale of Rs.8000-13500 especially in teaching Academic/Vocational subjects/ Developing Academic/Vocational courses/Academic/Vocational Administration from Government/ Semi Government/Autonomous Bodies/Institutes recognized by AICTE

(b) Qualifications prescribed for direct recruits

Desirable

- i) Experience in Open Learning /Distance Education
- ii) Working knowledge of computer operations
- iii) Working knowledge of English and Hindi

1. Name of Post : **Assistant Director (Administration)**
2. Scale of Pay : Rs.10000-325-15200
3. Age for direct recruits : Below 37 years
4. Educational and other qualifications/
experience required for direct recruits : **Essential**
1. At least second class Bachelor's Degree
 2. At least 5 years of regular and continuous service in the scale of Rs.8000-13500 or 8 years continuous regular service in the scale of Rs.6500-10500 with experience in any one of the following fields.
 - (i) Experience of Administration including HRD, Finance and Accounting.

Or

 - (ii) Experience in conducting examination/ internal assessment at the Board/ University level

Or

 - (iii) Experience in handling Student Support Services including school admissions and school management
 3. Organisation of Seminars, Conferences and liaison with various Government/Non-Government Agencies.
 4. Working knowledge of Hindi/ English.
 5. Working knowledge of computer operation.
- Desirable**
1. Post Graduate Degree or Diploma in Management.
5. In case of recruitment by deputation/
transfer grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/Transfer**
- a) Officers from Central or State Government, Universities/Semi Government/Autonomous Organizations Professional and Research Institutions/bodies holding analogous post on regular basis or with 5 years regular service

in the pay scale of Rs.8000-275-13500 or equivalent or 8 years of regular service in the scale of Rs.6500-10500 scale from Government/Semi Government/ Autonomous Bodies.

- b) Preferably possessing the qualification prescribed for direct recruits.
- c) Working knowledge of computer operations
- d) Working knowledge of English and Hindi

Desirable

- a) Experience in Open Learning/Distance Education.

1. Name of Post : **Accounts Officer**
2. Scale of Pay : Rs.10000-325-15200
3. Classification of Post : Group 'A'
4. Educational and other qualifications/
experience required for direct recruits : **Essential**
- (i) Second class Graduate from recognized University.
- (ii) Persons who have passed SAS/SOGE/JAO examination and are working on analogous posts in regular service
- Or
- The persons who have passed SAS/SOGE/JAO examination and working as Senior Accounts Officer/Sr. Audit Officer in regular service in the pay scale of Rs.8000-13500 with a minimum experience of 3 years in the grade
- Or
- The persons who have passed SAS/SOGE/JAO examination and having 6 years regular service in the pay scale of Rs.7450-11500.
- Or
- The persons who have passed SAS/SOGE/JAO examination and having 8 years regular service in the pay scale of Rs.6500-10500
- Desirable**
- a. Working knowledge of Computer operations
- b. Working knowledge of Hindi and English
5. In case of recruitment by deputation/
transfer grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/Transfer**
- i) Person from various Central Accounts/Audit organizations working on analogous posts in regular service or in the pay scale of Rs.8000-13500 with a minimum experience of 3 years in the grade or having 6 years regular service in the pay scale of Rs.7450-11500 or having 8 years regular service in the pay scale of Rs.6500-10500
- ii) Working knowledge of Hindi and English
- iii) Working knowledge of computer operations

1. Name of Post : **Academic Officer***
2. Scale of pay : Rs.8000-275-13500
3. Age : Below 37 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. Master's degree or equivalent in relevant subject from recognized university with at least 55% marks (B+) or its equivalent grade and good academic records.
 2. Working knowledge of computer operations
 3. Working knowledge of English and Hindi.
- Desirable**
1. M.Phil and or Ph.D. in relevant subject
 2. A Post Graduate Degree/Diploma in Distance Education/ Education.
 3. Experience in writing of lessons and teaching materials, organizing Seminars, Workshops and in service education.
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by Deputation/Transfer**
- a) Officers holding analogous post on regular basis or with 5 years experience as PGT in concerned subject from Central/State Govt., University, Professional/Research Institution/Bodies in the scale of Rs.6500-200-10500.
 - b) Preferably possessing qualification prescribed for direct recruits.
 - c) Working knowledge of computer operations
 - d) Working knowledge of English and Hindi

* Tutor re-designated as Academic officer

1. Name of Post : **Research & Evaluation Officer**
2. Scale of pay : Rs.8000-275-13500
3. Age : 37 years
4. Educational and other qualifications required for direct recruits : **Essential**
1. Master's Degree from recognized University with at least 55% marks or its equivalent grade in Education/Sociology/Psychology/Measurement/Psychometry/Educational Statistics and good academic records.
 2. Knowledge of Computer Application
 3. Knowledge of English and Hindi
- Desirable**
1. M.Phil and or Ph.D.
 2. Experience in Operational/ Statistical Research
 3. Experience of organizing Seminars, Workshops and in-service education programmes in education.
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by Deputation/ Transfer**
- a) Officers holding analogous post on regular basis from Central/State Govt./Autonomous Bodies Educational Institutions / Universities etc.
 - b) Preferably possessing qualification as prescribed for direct recruits
 - c) Working knowledge of computer applications
 - d) Working knowledge of English and Hindi

1. Name of Post : **Librarian**
2. Scale of pay : Rs.8000-275-13500
3. Age : Below 37 years
4. Educational and other qualifications required for direct recruits : **Essential**
 - i) Graduate with M.Lib.Sc.
or
Post Graduate with B.Lib.Sc.
 - ii) Knowledge of Computer Application
 - iii) Working knowledge of English and Hindi
 - iv) At least 5 years experience in a reputed Research/Academic Institution.

Desirable

 - i) Training in Reprography/Documentation.
5. In case of recruitment by deputation/ transfer grade from which deputation/ transfer to be made : **In case of recruitment by Deputation/Transfer**
 - a) Officers holding analogous post on regular basis from Central/State Govt./University, Professional Research Institution/Bodies.
 - b) Preferably possessing qualification prescribed for direct recruits
 - c) Working knowledge of computer applications
 - d) Working knowledge of English and Hindi

1. Name of the post : **Section Officer**
2. Scales of Pay : Rs.6500-200-10500
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualification/
experience required for direct recruits : **Essential**
 - i) Second Class Graduate from a recognized University
 - ii) At least 5 years of regular continuous service in the pay scale of Rs.5500-9000 Or 10 years of regular continuous service in the pay scale of Rs.4000-100-6000 in any of the following fields (but excluding Media, Library, Printing & Computer)
 - a) Administration (including Finance, HRD)
 - b) Conduct of examination
 - c) Organisation of Seminars, Conferences etc for teachers & key personnel
 - d) Experience in handling Student Support Services including School Administration/ Management/ Admission
 - iii) Knowledge of Central Government Office Procedure, Service Rules and Financial Rules
 - iv) Knowledge of computer operations

Desirable

 - (i) Working knowledge of Hindi and English
6. In case of recruitment by deputation/ : **In case of recruitment by Deputation/Transfer**
transfer grade from which deputation/
transfer to be made
 - i) Employees of Central / State Govt. Deptt./ Autonomous Educational Institutions holding analogous post on regular basis or with 5 years continuous service in the pay scales of Rs.5500-9000 or equivalent or with 10 years of continuous service in the pay scale of Rs.4000-6000 would be eligible for consideration
 - ii) At least 3 years experience in Administration/Accounts with knowledge of rules and procedures as applicable to Govt./Autonomous Organization.
 - iii) Working knowledge of computer operations.
 - iv) Preferably possessing the qualifications needed by direct recruitment

Desirable

 - i) Working knowledge of Hindi and English

1. Name of Post : **Personal Secretary to Chairman**
2. Scale of Pay : Rs.6500-200-10500
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Second class Graduate from recognized University
 - ii) Post Graduate Degree/Diploma in Secretarial Practice with a speed of 120 wpm in shorthand and 8000 key depressions on computer per hours and, 5 years regular continuous service as Personal Assistant in the scale of Rs.5500-9000
 - iii) Proficiency in maintenance of office records, Drafting of Agenda, Minutes of Meetings etc.
 - iv) Working knowledge of Hindi/English
- Desirable**
- 1. Experience of arranging tour/meeting/ conference/taking minutes and handling routine communications independently.
6. In case of recruitment by deputation/
transfer grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/Transfer**
- i) Person from various Central Government/ Autonomous Bodies, Educational Institutions holding analogous posts or in the scale of Rs.5500-9000 with 5 years of regular service and fulfilling the qualifications prescribed for direct recruitment.
 - ii) Knowledge of Hindi/English

1. Name of the post : **Public Relations Officer**
2. Scales of Pay : Rs.6500-200-10500
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualification/
Experience required for direct recruit : **Essential**
 - i) 2nd class Master's Degree in any subject
 - ii) Diploma in Public Relation and Advertising/Mass Communication/Journalism from recognized Institute/ University

Or
5 years experience in Public Relation Department of a reputed organization/Government/Autonomous Organization in the grade of Rs.4500-7000
 - iii) Working knowledge of Hindi & English
 - iv) Knowledge of computer operations

Desirable

 1. Experience of organizing/ exhibitions and arranging meetings.
6. In case of recruitment by deputation/ : **In case of recruitment by Deputation/Transfer**
transfer grade from which deputation/
transfer to be made
 - i) Officers of Central/ State/Autonomous Bodies/ Educational Institutions holding analogous posts or having regular service in a scale of Rs.4500-7000 for 5 years and preferably fulfilling the qualifications prescribed for direct recruits.
 - ii) Knowledge of computer operations
 - iii) Working knowledge of Hindi and English

1. Name of Post : **Hindi Officer**
2. Scale of Pay : Rs.6500-200-10500
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) At least 2nd class Master's Degree in Hindi/English, with English/Hindi as a main subject at Graduation level from a recognized University.
 - ii) Diploma/Certificate in translation from Hindi to English and vice versa from a recognized Institution.
 - iii) 5 years experience in translation work from Hindi to English and vice versa in translation of Scientific and Technical document from English to Hindi and vice versa in a recognized Institutions.
 - iv) Knowledge of computer operations

1. Name of the post : **Assistant Audit Officer**
2. Scales of pay : Rs.6500-200-10500
3. Classification of post : Group B
4. Educational and other qualification/
Experience required for direct recruits : **Essential**
- i) IInd class Bachelor's Degree in Economics, Accounts, Commerce
- Or
- Chartered Accountant/CFA/ICWA with knowledge of Government Financial Rules and Regulations
- ii) 5 years experience in Accounts/Audit in a Government/ Autonomous Organization in the scale of Rs.5500-9000 or 6 years in the pay scale of Rs.5000-8000 or 8 years in the pay scale of Rs.4500-7000.
5. In case of recruitment by deputation/ : **In case of recruitment by Deputation/Transfer**
transfer grade from which deputation/
transfer to be made
- i) 5 years experience in Accounts/Audit in a Government/Autonomous Organization in the scale of Rs.5500-9000 or 6 years in the pay scale of Rs.5000-8000 or 8 years in the pay scale of Rs.4500-7000.
- ii) Working knowledge of computer operations
- iii) Working knowledge of Hindi/English.

1. Name of Post : **EDP Supervisor**
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Bachelor's degree from a recognized University with post graduate diploma in computer application/hardware engineering or its equivalent from a recognized institution
 - ii) 3 years experience in Programming and System Development in reputed big firms

Or

Officer of the Central Govt./Autonomous bodies/
Research Institutes/Govt. presses holding
analogous posts on a regular basis or with
10 years experience in the scale of
Rs.4000-100-6000 or 6 years service in the
scale of Rs.4500-7000

1. Name of Post : **Graphic Artist**
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Second class Graduate with Diploma in Fine Arts from a recognized University/Institutions
 - ii) Certificate in Multimedia from a reputed Institution recognized by Department of Electronic
 - iii) Proficiency in computer Animation/Preparation of Multimedia Packages
 - iv) Working knowledge of Hindi and English.

1. Name of Post : **Editor (Media)**
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Second class Graduate Degree from a recognized University
 - ii) Degree or Diploma in Editing from a recognized Professional Institute with 2 years experience in film/video and Non Linear Editing
or
5 years practical experience in Film/Video and Non Linear Editing in a reputed Institution
- Desirable**
- a) Experience in handling Non Linear Editing equipment.

1. Name of Post : **Cameraman (Media)**
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Second class Graduate from a recognized university
 - ii) Diploma in Cinematography with specialization as Cameraman from a recognized institute with 2 years experience in shooting of Video/T.V. programmes

Or

5 years experience in shooting of Video/T.V. programmes on Beta cam/CCD etc.

Desirable

- i) Experience of handling the latest equipments such as Beta cam system, CCD etc
- ii) Experience in indoor and outdoor shooting and studio recording.

1. Name of Post : **Assistant Librarian**
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Graduation with a Diploma in Lib.Sc. or B.Lib.Sc.
 - ii) Five years experience of working in a Library of an Academic or Research Institutions
 - iii) Proficiency in computer applications
 - iv) Working knowledge of English & Hindi
6. In case of recruitment by deputation/
transfer, grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/Transfer**
- Officers holding analogous post on regular basis from Central/State Govt./Autonomous bodies/Educational Institution University etc. Possessing Qualification as prescribed for direct recruits.

1. Name of Post : **Superintendent***
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Second class Graduate from a recognized University
 - ii) 10 years experience as an Assistant (UDC) in the scale of Rs.4000-6000 or 8 years service in the scale of Rs.4500-7000 or equivalent in Government office/Autonomous Organization/Educational Institutions
 - iii) Proficiency in computer operations
 - iv) Working knowledge of Hindi and English
6. In case of recruitment by deputation/
transfer grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/Transfer**
- i) Senior Secondary from a recognized Board
 - ii) 10 years experience as an Assistant (UDC) in the scale of Rs.4000-6000 or equivalent in Government office/Autonomous Organization/Educational Institution
 - iii) Proficiency in computer operations
 - iv) Working knowledge of Hindi and English.

* Desk Officer re-designated as Superintendent

1. Name of Post : **Technical Assistant (Publication)**
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct
recruitments/deputation : **Essential**
- i) Second class Graduate Degree from a recognized University or Board.
 - ii) Diploma in Printing Technology/Book Publishing
 - iii) 5 years experience in reputed Publishing House/Printing Press/Academic Institution
- Or
- Officer of the Central Govt./Autonomous bodies/ Research Institutes/ Govt. Presses holding analogous posts on a regular basis or with 10 years experience in the scale of Rs.4000-100-6000 or 6 years service in the scale of Rs.4500-7000
- iv) Knowledge of computer operations
 - v) Knowledge of Hindi and English

1. Name of Post : **Personal Assistant**
2. Scale of Pay : Rs.5500-175-9000
3. Age for direct recruits : 37 years
4. Classification of post : Group B
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Second class Graduate from a recognized University
 - ii) Speed in shorthand at 100 w.p.m. in English/ Hindi and a speed of 8000 key depressions on computer per hour.
 - iii) Proficiency in maintaining office records, of minutes/agenda etc.
 - iv) At least 10 years experience in Govt./Semi Govt./Autonomous organization either as Stenographer or Assistant or equivalent in the scale of Rs.4000-6000 or 8 years in the scale of Rs.4500-7000
 - v) Working knowledge of Hindi and English.

1. Name of Post : **Production Assistant (Media)**
2. Scale of Pay : Rs.4500-125-7000
3. Age for direct recruits : 30 years
4. Classification of post : Group C
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Second class Graduate from recognized University
 - ii) Diploma in direction in Video/T.V./Film from a recognized University/Institute
 - iii) Working knowledge of Hindi & English
- Desirable**
- 1. Knowledge of Indian culture and literature

1. Name of Post : **Translator**
2. Scale of Pay : Rs.4500-125-7000
3. Age for direct recruits : 30 years
4. Classification of post : Group C
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Master's Degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level
- Or
- Master's Degree of a recognized University in any subject with Hindi as the medium of instruction and English as a compulsory subject at degree level
- Or
- Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized Diploma/Certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including Government of India Undertakings.
- ii) Two years experience in translation work from Hindi to English and vice versa in Government/recognized Institution
- iii) Working knowledge of computer

1. Name of Post : **Library Assistant**
2. Scale of Pay : Rs.4000-100-6000
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Graduation with a Diploma in Lib.Sc. or B.Lib.Sc.
 - ii) Proficiency in computer applications
 - iii) Knowledge of English and Hindi
- Desirable**
- i) Experience in Library & Information Techniques.

1. Name of Post : **Assistant**
2. Scale of Pay : Rs.4000-100-6000
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications/
experience required for direct recruitments : **Essential**
 - i) Senior Secondary from a recognized Board
 - ii) Proficiency in office procedure, noting, drafting, knowledge of Government Rules and Regulations
 - iii) Working on computer with a speed of not less than 8000 key depression per hour
 - iv) Working knowledge of Hindi and English
6. In case of recruitment by deputation/
transfer, grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/Transfer**
 - i) Person from various Central Govt./Semi Govt./ Autonomous organizations holding analogous posts or in the scale of Rs.3050-4590 with 5 years regular service and preferably fulfilling the qualifications prescribed for direct recruits
 - ii) Working knowledge of Hindi and English
 - iii) Working on computer with a speed of not less than 8000 key depression per hour

1. Name of Post : **Internal Auditor**
2. Scale of Pay : Rs.4000-100-6000
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
 - i) Senior Secondary from a recognized Board
 - ii) At least 2 years experience of working as Accounts/Audit Assistant in Govt. Autonomous bodies/Educational Institution
 - iii) Working knowledge of Hindi and English
 - iv) Proficiency in computer applications

Desirable

 - i) Diploma/Certificate of Institute of Chartred Accountant or equivalent
6. In case of recruitment by deputation/
transfer, grade from which deputation/
transfer to be made : **In case of recruitment by Deputation/Transfer**
 - i) Person from various Central Accounts/Audit organizations holding analogous posts or in the scale of Rs.3050-4590 with 5 years regular service and preferably fulfilling the qualifications prescribed for direct recruits
 - ii) Working knowledge of Hindi and English
 - iii) Working on computer with a speed of not less than 8000 key depression per hour

1. Name of Post : **Stenographer**
2. Scale of Pay : Rs.4000-100-6000
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Senior Secondary from a recognized Board
 - ii) Certificate/Diploma in Secretarial Practice from a recognized institution
 - iii) Speed in shorthand in English/Hindi @80 w.p.m. with computer speed of 8000 key depressions per hour.
- Desirable**
- i) 3 years experience of working as Stenographer in an established Organization/ Deptt.

1. Name of Post : **Junior Assistant**
2. Scale of Pay : Rs.3050-75-3950-4590
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications/
experience required for direct recruits : **Essential**
- i) Senior Secondary from a recognized Board
 - ii) Working on computers with a speed of not less than 6000 key depressions per hour
 - iii) Working knowledge of Hindi and English
- Desirable**
- i) A Bachelor's degree
 - ii) A certificate course in Computer Application from recognized Institute
 - iii) About 2 years experience of similar work in Government/ Autonomous Bodies Educational Institution

1. Name of Post : **Electrician**
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications required for direct recruits : **Essential**
- i) ITI Certificate in Wireman's trade
 - ii) Electrical workman permit /Workman's competency certificate/electrical workman's license, certificate of competency Class II or any other equivalent certificate recognized by Govt.
 - iii) At least 2 years experience in the line. Preference will be given to those who are in possession of National Apprenticeship Certificate
 - iv) Knowledge of English and Hindi

1. Name of Post : **Staff Car Driver**
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications required for direct recruits : **Essential**
- i) 8th pass
 - ii) Holding driving license to drive motor cars and other light vehicles
 - iii) 5 years experience as driver (motor car/light vehicle)
 - iv) Knowledge of motor mechanism
- Desirable**
- i) Higher Secondary Pass.

1. Name of Post : **Photocopier Operator***
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Age for direct recruits : 27 years
4. Classification of post : Group C
5. Educational and other qualifications required for direct recruits : **Essential**
- i) 8th pass
 - ii) Ability to operate heavy duty photocopier
- Desirable**
- i) 5 years regular service as Peon or equivalent in the scale of Rs.2550-3200

* Gestetner Operator re-designated as Photocopier Operator.

1. Name of Post : **Peon/Mali**
2. Scale of Pay : Rs.2550-55-2660-60-3200
3. Age for direct recruits : 27 years
4. Classification of post : Group D
5. Educational and other qualifications required for direct recruits : **Essential**
 - a) Primary School Pass**Special qualification for Mali**
 - a) At least 2 years experience in Gardening etc.