RULES GOVERNING PROMOTION POLICY FOR CATEGORIES B, C AND D NON-TEACHING STAFF OF THE UNIVERSITY.

1. Entry point of each cadre

The last post in 'C' category shall be the entry point of each cadre as given under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Cadre</th>
<th>Entry Point</th>
<th>Pay Scale Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ministerial Service</td>
<td>Lower Division</td>
<td>3050-4590</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clerk</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Secretarial Service</td>
<td>Stenographer</td>
<td>4000-6000</td>
</tr>
<tr>
<td>3</td>
<td>Laboratory Service</td>
<td>Jr. Lab. Asst.</td>
<td>3200-4900</td>
</tr>
<tr>
<td>4</td>
<td>Security Service</td>
<td>Security Asst.</td>
<td>3050-4590</td>
</tr>
<tr>
<td>5</td>
<td>Workshop/Mechanic</td>
<td>Jr. W. Asst.</td>
<td>3200-4900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistant</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Engineering Staff</td>
<td>Electrician</td>
<td>3200-4900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meter Reader/</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pump Operator/Plumber/</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mason/Blacksmith/Work Assistant/</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tracer &amp; equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carpenter/Wireman</td>
<td>3050-4590</td>
</tr>
<tr>
<td>7</td>
<td>Agriculture/Veterinary</td>
<td>Supervisor</td>
<td>3200-4900</td>
</tr>
<tr>
<td></td>
<td>(Agriculture Farm)</td>
<td>(Agriculture Farm)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Horticulture/Gardens</td>
<td>Horticulture</td>
<td>3200-4900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Sanitation Service</td>
<td>Sanitary Asst.</td>
<td>3050-4590</td>
</tr>
<tr>
<td>10</td>
<td>Computer Centre</td>
<td>Key Punch</td>
<td>3200-4900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operator Gr II</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Science Instrumentation Centre</td>
<td>Technician</td>
<td>3200-4900</td>
</tr>
<tr>
<td>12</td>
<td>Nursing Staff</td>
<td>Auxiliary Nurse/</td>
<td>4000-6000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Midwife/Auxillary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistant/Nursing Asst.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Untrained Nurse</td>
<td></td>
</tr>
</tbody>
</table>

* Ref. No. 626/CR/2001 dated 7-8-2001
** Ref. No. 258/CR/99 dated 22-11-99
2. Reservation of certain percentage of posts to be filled by promotion from among the 'D' Category Staff:

(a) 40% posts of the entry point in each cadre shall be reserved to be filled by promotion of 'D' category staff.

(b) There shall be no relaxation in qualifications while considering the 'D' category employees for promotion under the aforementioned reservation.

(c) The entire group 'D' staff of the University shall be eligible to be considered for promotion under the aforementioned reservation of 40% in the case of Ministerial and Secretarial Cadres.

(d) For all other Cadres, 40% posts at the entry point shall be filled by promotion of 'D' category employees from within the Department/Office Institution concerned. As mentioned earlier this promotion shall be made without relaxation of qualifications laid down for the respective entry point posts and only suitable candidates from among 'D' category staff of the Department / Institution concerned should be considered on the basis of seniority.

3. Relaxation of qualifications at Entry Point:

There shall be no relaxation of qualifications, either academic or technical, or relating to requirements of experience, at the Entry Point of all Cadres. Qualifications at the Entry Point shall not be relaxed when appointments are being made either through open recruitment or through promotion. However, in case of candidates falling under special categories, such as Blind or otherwise physically handicapped candidates, the Vice-Chancellor may consider relaxation of qualifications in order to fulfil the reservation quota.

4. Percentage reserved for promotion at various levels in each Cadre:

The following reservation shall be made for appointment by promotion at various levels in each Cadre.
<table>
<thead>
<tr>
<th>Designation &amp; Scale</th>
<th>% by promotion</th>
<th>% by Direct recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ministerial Cadre</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section Officer</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Rs. 6500-10500</td>
<td></td>
<td>(In case of Accounts Cadre)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25% of the vacancies shall be filled by Direct Recruitment / deputation).</td>
</tr>
<tr>
<td>Assistant</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Rs. 5000-8000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Division Clerk</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Rs. 4000-6000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Division Clerk</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Rs. 3050-4590</td>
<td>for 'D' category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Promotion to be considered from within the Cadre)</td>
<td></td>
</tr>
<tr>
<td><strong>Secretarial Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Secretary</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Rs. 6500-10500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr. Personal Assistant</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Rs. 6500-10500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Assistant</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>Rs. 5000-8000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stenographer</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Rs. 4000-6000</td>
<td>for 'D' category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Promotion to be considered from within the Cadre)</td>
<td></td>
</tr>
</tbody>
</table>
# Laboratory Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jr. Scientific Officer/JTO</td>
<td>100%</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Sr. Technical Assistant</td>
<td>100%</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Technical Assistant</td>
<td>50%</td>
<td>Rs. 4500-7000</td>
</tr>
<tr>
<td>Sr. Lab. Assistant</td>
<td>100%</td>
<td>Rs. 4000-6000</td>
</tr>
<tr>
<td>Jr. Lab. Assistant</td>
<td>40%</td>
<td>Rs. 3200-4900</td>
</tr>
</tbody>
</table>

(Promotion to be considered from within Department/Institution/Office only)

---

# Security Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Officer</td>
<td>100%</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Asstt. Security Officer</td>
<td>100%</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Security Inspector</td>
<td>50%</td>
<td>Rs. 4500-7000</td>
</tr>
<tr>
<td>Security Asstt. Gr. I*</td>
<td>100%</td>
<td>Rs. 4000-6000</td>
</tr>
<tr>
<td>Security Asstt. Gr. II</td>
<td>40%</td>
<td>Rs. 3050-4590</td>
</tr>
</tbody>
</table>

(Promotion to be considered from within the Cadre)

---

# Workshop/Mechanics

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreman Gr. I</td>
<td>100%</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Foreman Gr. II</td>
<td>100%</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Workshop Asstt./Technician/Mechanic</td>
<td>50%</td>
<td>Rs. 4500-7000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanics, Technicians</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Glass Blowers</td>
<td>Rs. 4000-6000</td>
<td></td>
</tr>
<tr>
<td>Jr. Workshop Asstt.</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Rs. 3200-4900</td>
<td></td>
<td>for ‘D’ category</td>
</tr>
<tr>
<td>(Promotion to be considered from within Department/Institution/Office only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Engineering Services**

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer Gr.I</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Rs. 6500-10500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draftsmen/Engineer Gr.III</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Rs. 5500-9000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs. 5000-8000</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Draftsmen</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Rs. 4500-7000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draftsman/A.C. Operator/</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Mechanic/Head Electrician/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Plumber/Head Mason/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Carpenter/Head Painter/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pump Operator/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Blacksmith/Welder.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs. 4000-6000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrician/Wireman/</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Meter Reader/Pump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator/Plumber/Mason/Welder/ Black Smith/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Asstt./Tracer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs. 3200-4900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpenter</td>
<td>Rs. 3050-4590</td>
<td></td>
</tr>
</tbody>
</table>

40% 60% (for ‘D’ category) (Promotion to be considered within the cadre Deptt./Institution/Office only)
Agriculture/Veterinary Services

Livestock Farm Manager - 100%
Dairy Superintendent
Farm Superintendent
Rs. 6500-10500
Deputy Livestock 100% -
Farm Manager/Asstt.
Dairy Superintendent/
Deputy Farm Superintendent
Rs. 5500-9000
Asstt. Livestock/ 50% 50%
Farm Manager/
Asstt. Dairy/
Farm Superintendent
Rs. 4500-7000
Senior Dairy Asstt./ 100% -
Sr. Supervisor
(Agriculture Farm)/
Senior Dairy Supervisor
Veterinary Compounder*
Rs. 4000-6000
Dairy Assistant/ 40% 60%
Supervisor for 'D' category
(Agriculture Farm)
Dairy Supervisor
Rs. 3200-4900
(Promotion to be considered from within the Cadre)

Horticulture/Gardens

Horticulturist/ - 100%
Supdt. Horticulture/
Supdt. Gardens
Rs. 6500-10500

Asstt. Horticulturist/ 100% -
Superintendent/Senior Gardens Overseer
Rs. 5500-9000
Horticulture Inspector/ 50% 50%
Horticulture Overseer/
Garden Overseer/
Harbarium Asstt.
Rs. 4500-7000
Horticulture Supervisor 40% 60%
Rs. 3200-4900 for 'D' category
(Promotion to be considered from within the Cadre)

Drivers/Despatch Riders
Senior Driver 100% -
Rs. 4000-6000
Driver - 100%
Rs. 3050-4590
(Promotion to be considered from within the Cadre)

Conservancy Sanitation
Sanitary Inspector 100% -
Rs. 4500-7000
Sanitary Assistant 40% 60%
Rs. 4000-6000 for 'D' category
(Promotion to be considered from within the Cadre)

Research/Statistics
All posts should be filled by direct recruitment.

Computer Centre
Programmer Gr I - 100%
Technical Officer
(Computer Operation)/
System Analyst Gr I
Rs. 6050-10500
Sr. Computer or 100% -  
Console Operator/  
Programmer Gr.II  
System Analyst Gr.II  
Jr. Computer or Console 50% 50%  
Operator/Technical  
Personal Assistant  
Computer Gr.I  
Rs. 4500-7000  
Key Punch Operator 100% -  
Input/Output Asstt. Gr.I  
Technical Personal  
Assistant (Computer) Gr.II  
Rs. 4000-6000  
Key Punch Operator Gr.II 40% 60%  
Input/Output Asstt. Gr.II for 'D' category  
Rs. 3200-4900  
(Promotion to be considered from within Deptt./Institution/Office only).  

Scientific Instrumentation Centre  
Foreman Gr. I/Dr. Scientific - 100%  
Officer/Dr. Technical Officer  
Rs. 6500-10500  
Sr. Tech. Assistant 100% -  
Technician Gr. IV  
Rs. 5500-9000  
Tech. Asstt./Technician 50% 50%  
Gr.V  
Rs. 4500-7000  
Technicians Gr VI 100% -  
Rs. 4000-6000  
Technician Gr. VIII 40% 60%  
Rs. 3200-4900 for 'D' category  
(Promotion to be considered from within Deptt./Institution /Office only)
Medical Services:

1. Technical:

The posts will be filled by direct recruitment till further orders.

2. Nursing Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Scale (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Nursing</td>
<td>6500-10500</td>
</tr>
<tr>
<td>Superintendent (Dy. Matron)</td>
<td>6500-10500</td>
</tr>
<tr>
<td>Asstt. Nursing</td>
<td>50% 50%</td>
</tr>
<tr>
<td>Supdt./Nursing Officer (Asstt. Matron)</td>
<td>6500-10500</td>
</tr>
<tr>
<td>Ward Sister/Master</td>
<td>100% 0%</td>
</tr>
<tr>
<td>Staff Nurse</td>
<td>4500-7000</td>
</tr>
<tr>
<td>Auxilliary Nurse</td>
<td>40% 60%</td>
</tr>
<tr>
<td>Midwife/Auxilliary for ‘D’ category</td>
<td></td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>4000-6000</td>
</tr>
</tbody>
</table>

(Nursing staff will include MCH, University Health Service & A. K. Tibbiya College, Hospital) (Promotion to be made from within the Cadre)

Library Cadre

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Scale (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Assistant</td>
<td>75% 25%</td>
</tr>
<tr>
<td>Rs. 5500-900</td>
<td></td>
</tr>
<tr>
<td>Semi-Professional</td>
<td>40% 60%</td>
</tr>
<tr>
<td>Rs. 4500-7000 for ‘D’ category</td>
<td></td>
</tr>
</tbody>
</table>

(Promotion to be made from within the Cadre)
EXPLANATION:

1. Whereever it has been mentioned that promotion is to be considered/made from within the cadre it implies that while filling a particular post, situated in a particular Department/Institution/Office, by promotion, all employees working in the next lower post of the cadre concerned, irrespective of the Department/Institution/office, of posting, shall be eligible for consideration on the basis of suitability with due regard being given to seniority.

2. Whereever it has been mentioned that promotion is to be considered/made from within the Department/Institution/Office, it implies that while filling a particular post, situated in a particular Department/Institution/Office, by promotion only such employees as are working on the next lower post of the concerned cadre, in that particular Department/Institution/Office only shall be eligible for consideration, on the basis of suitability with due regard being given to seniority. This has been recommended for those cadres where there is little or no inter departmental mobility.

*5. Minimum number of years of experience for consideration for promotion to the next stage.

No person should be considered for appointment by promotion from a lower to a higher post unless he has been confirmed or its working on probation and has served for at least 5 years continuously in the immediately next lower post of the concerned cadre.

Provided that this condition shall not be applicable to promotion of 'D' category 'C' employees at the entry point in category 'C'.

Provided further that the period of temporary service in the same grade from the date of continuous appointment leading to placement on probation/
confirmation on the recommendation of General Selection Committee shall be taken into account while determining the eligibility as above.

The above rule shall be subject to the condition that the seniority rules shall remain unaffected.

6. Relaxation of qualification while considering promotion

Relaxation in approved qualifications may be given while considering such persons for promotion who have worked for at least 8 years in a probationary or permanent capacity, in the immediately next lower scale in the concerned cadre. Relaxation in approved qualifications should be given only for laid down academic qualifications and upto the extent of next lower degree/certificate.

It is reiterated that relaxation of qualifications shall not be given while making appointments at the Entry point of a Cadre. There shall be no relaxation of qualifications relating to technical expertise while making appointments either by promotion or by open recruitment.

7. Relaxation of qualifications while making appointment by open recruitment

There shall ordinarily be no relaxation of prescribed qualifications in the case of open recruitment.

8. Procedure of making appointments through open recruitment and through promotion

Appointments to permanent posts by open recruitment shall continue to be made on the recommendation of duly constituted General Selection Committees and no change need be made in the existing procedure for making such appointments. Appointments by promotion shall, however, be made on the recommendation of a Departmental Promotion Committee, as distinct from General Selection Committee, and a mention shall be made in the appointment order itself that the appointment has been made by promotion on the recommendation of the Departmental Promotion Committee. The form to be used for making recommendation by the Departmental Promotion Committee shall be different from the form to be
used by General Selection Committee during open recruitment. The composition of Departmental Promotion Committee for a particular post shall, however, be the same as the composition of General Selection Committee for the post.

Rules relating to "Procedure for Departmental Promotion of 'B', 'C' & 'D' Categories of Non-Teaching Staff" are as under:

(i) Departmental Promotion Committee:

Appointment to any post in B or C category of Non-Teaching staff of the University by promotion shall be made on the recommendation of a Departmental Promotion Committee. The composition of the Departmental Promotion Committee for various levels of posts in various cadres shall be the same as the composition laid down for the General Selection Committee for such posts/Cadres.

(ii) Proposal for advertising the post for open recruitment or for holding Departmental Promotion Committee

With effect from 1.10.88 for any permanent/temporary but likely to became permanent/temporary vacancy for a period longer than one year in category 'B' or 'C', arising in any Department/Office the Chairman of the Department/Head of the Office shall send a proposal for advertising the vacancy for open recruitment, or for holding Departmental Promotion Committee, as the case may be, on the prescribed form given at Annexure I. Thus the earlier prescribed form for sending such proposal to the Selection Committee Section stands abolished for such categories of posts with effect from 1.10.1988.

(iii) Examination of the Proposal by the Registrar's Office

a) on receipt of a proposal for advertisement of vacancy for open recruitment, or for holding Departmental promotion Committee, as the case may be, the Selection Committee Section of the Registrar Office shall examine the proposal in the light of the Promotion Policy Rules as notified vide Office memo No. 6826/CR/88 dated 1.9.1988, and shall put up report to the competent authority.

* Ref. O.M. No.6855/CR/88 dated 30.9.88
indicating whether the vacancy in question is to be filled up by open recruitment on the basis of general advertisement, or by promotion on the recommendation of Departmental Promotion Committee.

b) In case the competent authority decides that the post in question is to be filled by open recruitment, then the Selection Committee Section shall take necessary steps for general advertisement of the vacancy and for convening General Selection Committee.

c) In case it is decided by the competent authority that the post in question is to be filled by promotion on the recommendation of Departmental Promotion Committee, then the Selection Committee Section shall not generally advertise the post, but shall take necessary steps for inviting applications of eligible candidates working on the next upper post in the concerned cadre, or concerned Department/Office as the case may be, by issuing a notification to this effect on the prescribed form as given at Annexure II. The application for promotion shall be submitted by concerned candidate(s) on the prescribed form given at Annexure III.

(iv) Pressing of applications received from the candidates

d) Applications received by the Selection Committee Section from candidates working on the next lower posts in the concerned cadre, or concerned Department/Office, as the case may be, in response to the notification issued by the Selection Committee Section, shall be examined by the Selection Committee Section in the light of "Rules governing Promotion Policy" as notified vide Office Memo No. 6826/CR/88 dated 1.9.1988. The Selection Committee Section shall first of all examine the eligibility of the applicants for the post applied for in light of the approved qualifications for such post, and in light of the provision relating to relaxation of qualifications as given in the aforementioned Office memo dated 1.9.88, and shall identify such candidates out of the total number of applicants as are eligible for consideration for promotion.
b) The Selection Committee Section shall, thereafter, arrange the eligible candidates in order of seniority and shall prepare a panel of such eligible candidates consisting of a maximum of 5 times the number of available vacancies to be filled by promotion. The remaining candidates shall not ordinarily be considered for promotion to the vacant posts, until and unless the Departmental Promotion Committee verifies that sufficient number of candidates suitable for promotion have not been found from amongst the candidates placed on panel.

(v) Principles to be used while considering appointment by promotion

a) Appointment to a post by promotion is to be made on the recommendation of Departmental Promotion Committee. The Committee shall make such recommendation on the basis of suitability of the candidates for such promotion, while paying due regard to seniority of the candidates concerned.

b) The suitability of a particular candidate for promotion shall be judged on the basis of the following criteria by the Departmental Promotion Committee:

i) Annual Confidential Remarks for past 3 years (wherever available);

ii) Interview

iii) Written and/or Practical test (only in case of promotion from 'D' to 'C' category).

c) It shall be the duty of the Selection Committee Section to send the file regarding the departmental promotion to the Chairman of the concerned Departmental Promotion Committee for decision regarding holding of a written/practical test in such cases where promotion is being considered from 'D' to 'C' category. Ordinarily a written/practical test should be held in all such cases. Only in such situation where holding such a test is practically not possible, or cannot be presumed to have any bearing on the issue of suitability
of candidates for promotion, such a test may not be held. If it is
decided by the Chairman of the Departmental Promotion Committee
to hold a written/practical test then a maximum of 50 marks will be
assigned to such test. The test shall be designed and held under the
supervision of the Chairman of the concerned Departmental
Promotion Committee or under the supervision of a person
appointed for the purpose by the Chairman of the Departmental
Promotion Committee. If the Chairman of the Departmental
Promotion Committee happens to be different from the Chairman
of the Department/Head of Office concerned, then the decision
regarding the design of the written/practical test and the decision
regarding appointment of a supervisor of such test shall be taken
by the Chairman of the Departmental Promotion Committee in
consultation within the Chairman of the Department/Head of Office
concerned.

d) The maximum marks assigned for the interview shall be 50. The
Departmental Promotion Committee while interviewing candidates
for promotion shall also take into account the Annual Confidential
Remarks for the past 3 years (wherever available) and shall award
marks for interview thereafter.

e) It shall be the discretion of the Departmental Promotion Committee
to lay down certain minimum marks to be obtained in the written/
practical test for the purpose of determining suitability of
candidates for promotion from 'D' to 'C' category. Thus for instance
if it has been laid down by the Departmental Promotion Committee
that such candidates as have obtained less than 40% marks in the
typing test are not suitable for promotion to the post of LDC from
'D' category posts, irrespective of the marks obtained by them in
the interview, such candidates will not be considered for such
promotion.

f) The marks obtained in the interview, and the marks obtained in the
written/practical test (in cases where such test is held) will
thereafter, be added by the Departmental Promotion Committee for all candidates. The Committee shall, at its discretion, lay down a minimum for such aggregate marks to determine the suitability of candidates for promotion. All candidates securing higher aggregates marks than the laid down minimum shall be considered suitable for promotion. Once a set of candidates is identified as suitable for promotion on the above basis, then the only criteria for recommending them for appointment to the higher post by promotion shall be the criteria of seniority. Thus the required number of candidates from amongst the candidates found suitable for promotion shall be recommended for appointment to the higher post by promotion in order of their interse seniority by the Departmental Promotion Committee.

g) The interse seniority of persons appointed by promotion in a particular batch shall remain the same as the interse seniority of those persons in the lower posts.

h) The Departmental Promotion Committee shall make its recommendations for appointment by promotion on the prescribed form given at Annexure IV.

(i) Rules for transfer of unfilled posts from promotion quota to open recruitment

a) As mentioned earlier promotion quota posts are to be filled on the recommendation of a Departmental Promotion Committee from amongst candidates belonging to a panel prepared by the Selection Committee Section out of the eligible candidates. It has also been mentioned earlier than the maximum number of candidates on the panel should be 5 times the number of vacancies available to be filled by promotion.

b) In case the Departmental Promotion Committee does not find the required number of persons suitable for promotion from amongst the candidates placed on panel by the Selection Committee Section, then the Selection Committee Section should prepare a second panel
of all remaining eligible applicants, and a meeting of the Departmental Promotion Committee should be convened again to consider the candidates from the second panel for promotion to the available vacancies.

c) If the number of candidates found suitable and recommended for promotion to the higher posts from the first and second panel, is less than the number of vacancies available to be filled by promotion then the Departmental Promotion Committee will recommend that the remaining unfilled vacancies be transferred from promotion quota to open recruitment, and the Selection Committee Section shall accordingly generally advertise such unfilled vacancies so that the same may be filled by open recruitment on the recommendation of a General Selection Committee.

d) In this manner posts may be transferred from promotion quota to open recruitment on the recommendation of the Departmental Promotion Committee only after the Departmental Promotion Committee has considered the candidature of all eligible candidates who have applied for promotion, but has not found sufficient number of such eligible applicants suitable for promotion.

e) Unfilled promotion quota posts shall not be carried forward for any period of time, and shall be advertised generally to be filled by open recruitment as soon as such recommendation is made by the Departmental Promotion Committee.

(vii) Issue of appointment orders

a) The recommendation of the Departmental Promotion Committee shall be sent on the prescribed form by the Chairman of the Committee to the Registrar who shall obtained approval of the competent authority thereon, and shall thereafter issue appointment orders:

b) The appointment orders in the case of appointment by promotion shall specify that such appointments are being made by promotion
on the recommendation of the Departmental Promotion Committee
to distinguish such appointments from appointments made by open
recruitment on the basis of the recommendation of a general
Selection Committee. The appointment order shall also specify that
the interse seniority of persons so appointed by promotion shall
be the same as the interse seniority of such persons in the next
lower posts.

(vii) Adhoc appointment

Adhoc temporary appointments of eligible persons for temporary
vacancies for period of one year or less shall continue to be made by the
competent authority on the recommendation of Chairman of Department/
Head of Office. In permanent/temporary but likely to become permanent/
long term temporary vacancies also such adhoc temporary appointment shall
be considered by the competent authority provided that the Chairman of
Department/Head of Office concerned has sent the proposal for regular
appointment on Annexure-I to the Registrar Office and the adhoc
appointment is considered necessary in the interest of work of the
department/office. Such adhoc appointment shall however continue only
till regular appointment is made, or for one year, whichever is earlier.

(ix) Transfer of posts from promotion quota to open recruitment

If and when it is found that sufficient number of eligible persons are
not available for filling up the posts reserved under promotion quota, such
unfilled posts shall be transferred to open recruitment quota with the approval
of the Vice-Chancellor and there shall be no provision carrying forward
such unfilled promotion quota posts, Office Order regarding the procedure
for such transfer of unfilled posts from promotion quota to open recruitment
shall be issued separately.

(xi) Reservation for Blind and Physically handicapped persons, Women
& ST/SC*

The Executive Council of the University has reserved the following quota
for appointment as Blind and Physically handicapped persons to the posts

of LDCS:

1. Blind ..........................  1 %
2. Deaf ..........................  1 %
3. Physically handicapped ..........................  1 %
4. SC/ST ..........................  5 %
5. Women ..........................  5 %

The detailed procedure for implementation of the above shall be as under:

(a) The Registrar shall take immediate steps to Generally advertise 13 posts of Lower Division Clerks for direct recruitment to be reserved for specific categories as follows:

1. Blind ..........................  1 post
2. Deaf ..........................  1 post
3. Physically handicapped ..........................  1 post
4. Scheduled Caste/Scheduled Tribes ..........................  5 post
5. Women ..........................  5 post

(b) General Selection Committees for these reserved posts will be held separately. Eligible candidates will be required to undergo written/typing test, and shall be called for interview before the General Selection Committee on the basis of such tests.

(c) A panel of 13 candidates in accordance with the number of posts reserved for each category shall be prepared by the General Selection Committee.

(d) Appointment to the next 13 vacancies of Lower Division Clerks that arise after the preparation of such panel shall be made from the panel.

(e) The Registrar shall ensure that after 13 candidates from the panel have been appointed then the next 87 appointments to the post of Lower Division Clerks are made in accordance with the approved promotion policy of the University.
(f) The cycle of appointment of another 13 candidates in accordance with above reservation shall begin after 100 appointments of Lower Division Clerks have been made as outlined above.

4 The categories of Blind, Deaf and Physically handicapped as referred to in para 2 are defined as under:

THE BLIND:

The Blind are those who suffer either of the following conditions:

(a) Total absence of sight;

(b) Visual acuity not exceeding 6/60 or 20/200 in the better eye with correction glasses;

(c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

THE DEAF:

The Deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss for than 90 decibels in the better ear (Profound impairment) or total loss of hearing in both ears.

PHYSICALLY HANDICAPPED:

The Physically handicapped are those who have a physical defect or deformity which causes an interference with normal functioning of the bones, muscles and joints.
ANNEXURE-I

Proposal for General Advertisement/Convening Departmental Promotion Committee for B and C Category Non-Teaching Posts.

(A separate form may be used for each type of post)

1. (a) Faculty ....................... (b) Department .......................
    (c) Designation of vacant post ..........................................
    (d) Number of vacant post(s) ............................................
    (e) Nature of vacancies.
       (i) Permanent/Temporary but No..............................
        likely to become permanent
       (ii) Temporary (for more than one year) No.....................

2. Permanent/Temporary but likely to become permanent posts vacated by which persons:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of earlier incumbent</th>
<th>Vacated by retirement/resignation/promotion/any other cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>5</td>
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<tr>
<td>3</td>
<td>Scale of pay of the post(s) : Rs..................................</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Qualifications to be specified:</td>
<td></td>
</tr>
</tbody>
</table>
       (a) Essential: |
       (b) Desirable: |
5. Details of last three appointments made on posts having same designation in the Department:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of person</th>
<th>Date of appointed</th>
<th>Date of appointment</th>
<th>Whether appointed through open recruitment, or by Departmental Promotion</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

6. Number of vacancies (out) of vacancies specified in column 1 (e) to be filled by open recruitment on the basis of general advertisement, and to be filled by Departmental Promotion, in accordance with approved promotion policy of University.

<table>
<thead>
<tr>
<th>Nature of vacancies</th>
<th>No. to be filled by open recruitment</th>
<th>No. to be filled by Departmental Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanently/Temporary but likely to become permanent</td>
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<td></td>
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<tr>
<td>Temporary (for more than one year)</td>
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</tbody>
</table>

Date ......................

Signature of the Chairman of Deptt./Head of Office
REPORT OF SELECTION COMMITTEE SECTION

One the basis of examination of the proposal in light of promotion policy of University it is recommended that the vacancies to be filled by departmental promotion/open recruitment should be as follows:

<table>
<thead>
<tr>
<th>Nature of vacancies</th>
<th>No. of vacancies to be filled by open recruitment</th>
<th>No. of vacancies to be filled by departmental promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent/Temporary but likely to become permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary (for more than one year)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section Officer  Assistant Registrar  Deputy Registrar
NOTIFICATION

Applications are invited on the prescribed proforma for filling the post of ..........................................................
in the Department of ..........................................................
through Departmental Promotion.

The following are the approved qualifications for the post:

The prescribed proforma of application may be obtained from the office of the Deputy Registrar, Selection Committees on any working day during Office hours.

The last date of receipt of applications on prescribed proforma is............................................. The applications received after the last date will not be entertained.

Registrar
**PROFORMA OF BIO-DATA FOR CONSIDERATION BY THE DEPARTMENTAL PROMOTION COMMITTEE**

1. **Name in full**: ...........................................
   (In Block Letters)

2. **Designation**: ...........................................

3. **Working continuously on above post with effect from which date**: ............................................

4. **Date of Birth**: ...........................................

5. **Present basic Pay**: ...........................................

6. **Date of joining service in the University**: ............................................

7. **Date of confirmation to the present post**: ............................................

8. **Academic Qualification**: :

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Examination passed</th>
<th>Year of passing</th>
<th>University/Board</th>
<th>Division and %age of marks</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
### Appointments so far held:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Instt./ Deptt./Office</th>
<th>Position held</th>
<th>From</th>
<th>To</th>
<th>Temporary/Probation/ Permanent</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I certify that the information given above is correct and factual to the best of my knowledge.

**SIGNATURE**............................................

**NAME**......................................................

**Date**..............  **DEPARTMENT**..........................................

Forwarding remarks of the Head of the Department concerned.

**Date**..............  

(Signature of the Head of the Department/Office)

26
ANNEXURE-IV

REPORT OF DEPARTMENTAL PROMOTION COMMITTEE

PART-1

(To be filled by Registrar’s Office)

1. Name of Department/Office .............................................

2. Designation of Post ....................................................

3. Pay scale of Post .....................................................

4. Number and nature of vacancies to be filled by departmental promotion

   Nature of vacancies Number
   Permanent/Temporary but likely
   to become permanent
   Temporary (for more than one year)

5. Panel of eligible candidates in order of seniority to be considered by Departmental Promotion Committee.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Candidate</th>
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<td>9</td>
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</tbody>
</table>

Deputy/Asst. Registrar
Selection Committees
PART 2

(To be filled by Departmental Promotion Committee)

1. Date of meeting

2. Place of meeting

3. Names of members of Committee present in the meeting:
   1.
   2.
   3.
   4.
   5.
   6.

4. Names of candidates considered for departmental promotion.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name Candidates</th>
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<tbody>
<tr>
<td>1.</td>
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<td>9.</td>
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</tbody>
</table>

5. Name of candidates in order of seniority found suitable for promotion to fill the available vacancies as given in report of Registrar’s Office.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Candidate</th>
<th>Whether appointment is recommended against permanent likely to become permanent vacancy or temporary vacancy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>5.</td>
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</tbody>
</table>
6. In case of appointments recommended on permanent/temporary but likely to become permanent vacancies in (5) above the specific recommendations, if any of the committee regarding waiver of probation, or grant of advance increments:

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of Candidate</th>
<th>Recommendation, if any, regarding waiver of probation or grant of advance increments</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

7. Since the number of candidates recommended for the appointment by departmental promotion as given in (5) above is less than the number of available vacancies to be filled by departmental promotion, the Committee recommends that a second panel of eligible candidates be prepared and put up for consideration of the Committee in accordance with approved promotion policy of the University.

(Please strike out if not applicable)

8. Since the following vacancies will remain unfilled despite consideration of all eligible candidates for departmental promotion the Committee recommends that these vacancies be transferred to open recruitment to be filled by general advertisement:

<table>
<thead>
<tr>
<th>Nature of vacancies recommended for transfer to open recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent/temporary but likely to become permanent Temporary Temporary (for more than one year) (for more than one year) (Please strike out if not applicable)</td>
</tr>
</tbody>
</table>

Signatures of members of Department Promotion Committee:

1
2
3
4
5
6
PART - II

COMPOSITION OF SELECTION COMMITTEES FOR Various Categories of Non-Teaching Posts

A: CATEGORY 'A' STAFF

1. STATUTORY OFFICERS

(i) In the scale of Rs. 16400-22400 viz.

Registrar
Controller of Examinations.
Finance Officer

Selection Committee:

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. A nominee of the Visitor
4. & 5. Two Members of the Executive Council nominated by it.
6. One person not connected with University nominated by the Executive Council

(ii) Librarian in the scale of Rs. 16400-22400

Selection Committee:

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. A nominee of the Visitor
4. & 5. Two persons not in the service of the University, who have special knowledge of the subject of Library Science Library Administration to be nominated by the Executive Council.
6. One person not in the service of the University nominated by the Executive Council.

*Ref. Statute 27 of the Statutes of the University, A.M.U. (Amendment) Act, 1981*
II ADMINISTRATIVE POSTS*

(i) In the scale of Rs. 12000-18300. viz.
   Deputy Registrar
   Deputy Finance Officer
   Deputy Controller of Examinations
   Development Officer
   Internal Audit Officer
   Manager, AMU Press
   Publications-cum-Sales Officer (Publications Division)

   Selection Committee:
   1. Vice-Chancellor
   2. Pro-Vice-Chancellor
   3. Registrar
   4. Finance Officer
   5. Controller of Examinations
   6. Member-in-charge Concerned, if any **
   7. & 8 Two EC Nominees

(ii) In the scale of Rs. 8000-13500
   Assistant Registrar
   Assistant Finance Officer
   Assistant Controller of Examinations
   Administrative Assistant
   Public Relations Officer
   Purchase Officer
   Supdt. (Publications)

   Selection Committee:
   1. Vice-Chancellor
   2. Pro-Vice-Chancellor
   3. Registrar
   4. Finance Officer
   5. Controller of Examinations***
   6. Member-in-charge Concerned (if any)
   7. One E.C. Nominee

* O.M. No.CR/4-3/87 dated 12.5.1987
** O.M. No.7224/CR/189 dated 15.4.1989
*** O.M. No.CR/4-12/88 dated 14.3.1988
III. ENGINEERING SUPPORT SERVICES

(i) In the scale of Rs. 12000-18300 viz.

University, Engineer
Selection Committee:
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Registrar
4. Member-in-charge
5. & 6. Two E.C. Nominees

(ii) In the scale of Rs.8000-13500 viz

Assistant Engineer (Civil)
Assistant Engineer (Elect)
Selection Committee:
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Member-in-charge concerned
4. University Engineer concerned
5. One E.C. Nominee

IV. MEDICAL/HEALTH SUPPORT SERVICES

(i) In the scale of Rs.12000-18300 viz.

Medical Superintendent
The Selection Committee for the post has been constituted alongwith the posts under the category of Non-vacation Academic Staff.

(ii) In the scale of Rs. 8,000-13,500, viz.

Statistician (MCH)
Medical Officer
Casualty Medical Officer
Lady Medical Officer
University Health Officer
Nursing Superintendent
Anaesthesiologist
Resident Blood Transfusion Officer
Selection Committee:
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Chief Medical Superintendent (MCH)
4. Medical Superintendent

OR

Chief Medical Officer (UHS)

for the posts in University Health Service

OR

Chairman, Department of Community Medicine

in the case of recruitment of University Health Officer

5. One E.C. Nominee

Clinical Registrar, University Health Service*

(iii) In the scale of Rs. 8,000-13,500

Selection Committee:
1. Dean, Faculty of Medicine
2. Principal, JN. Medical College
3. Director (Health)
4. Chairman of the Department of the speciality concerned.

5. One nominee of the Vice-Chancellor.

Senior Resident, University Health Service**

(iv) In the scale of Rs. 8,000-13,500

Selection Committee:
1. Dean, Faculty of Medicine
2. Principal, JN. Medical College
3. Director (Health)
4. C.M.O. University Health Service
5. Chairman of the Department of the speciality concerned.

6. One nominee of the Vice-Chancellor.

---

* O.M. No.1907/CR/98 dated 22.9.1998
** O.M. No.2020/CR/99 dated 31.5.1999
V. NON-VACATION ACADEMIC STAFF**

(i) In the scale of Rs. 12000-18300

A. Training and Placement Officer (Engg. College)
   Medical Superintendent (Medical College Hospital)
   Workshop Superintendent (Engg. College)
   Senior Scientific Officer, Deptt. of Physics
   System Analyst, Computer Centre
   Assistant Director, Career Planning Centre

Selection Committee:
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Dean, Faculty Concerned, if any
4. Principal of the College, if any
5. Chairman of the Department/Director of the Centre (as the case may be)
6. One Professor of the University to be nominated by the Vice-Chancellor
7 & 8. Two persons not connected with the University having specialised knowledge of the subject/field to be nominated by E.C.

B. Deputy Librarian and Archivist

Selection Committee:
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. University Librarian
4. One Professor of the University to be nominated by the Vice-Chancellor.
5 & 6. Two persons, not connected with the University having specialised knowledge of the subject/field to be nominated by E.C.

(ii) In the scale of Rs.8000-13,500

A: Electronics Engineer, Deptt. of Physics
Mechanical Engineer, Deptt. of Physics
Scientific Officer, Dept. of Physics
Research Officer, Deptt. of Physics
Workshop Superintendent (University Polytechnic)
Project Officer (Continuing & Adult Education)
Counsellor Career Planning Centre Programmer

Selection Committee:
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Dean, Faculty concerned, if any
4. Chairman, Dept. concerned/Director of the Centre concerned/Member-in-Charge, CCAE/Principal, University Polytechnic/Head of the Office concerned (as the case may be)
5. One Professor of the University to be nominated by the Vice-Chancellor
6. One person, having specialised knowledge of the subject concerned/field not connected with the University to be nominated by the E.C.

B: Assistant Librarian
Archivist
Assistant Archivist
Epigraphist
Documentation Officer

Selection Committee
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Librarian
4. Chairman, Deptt. concerned/director of the Centre concerned/Principal of the College concerned
5. One Person not connected with the university having special knowledge of the subject/field concerned to be nominated by the E.C.

C: Physical Director/Instructor Games
Selection Committee:
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Secretary, Games Committee
4. Principal of the Institution concerned, if any
5. One Professor of the University to be appointed by the Vice-Chancellor
6. One Person not connected with the University having specialised knowledge of the subject concerned/field to be appointed by the E.C.

D: Assistant Director, Resource Centre*
1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Registrar
4. Director, Competitive Examinations Coaching and Guidance Centre
5. One nominee of the E.C.

* O.M. No.8218/CR/91 dated 29.7.1991
B: CATEGORIES ‘B’ AND ‘C’ STAFF

I. MINISTERIAL SERVICES

(i) Category B-1 (Rs. 6500-10500)
(1) Pro-Vice-Chancellor (Chairman)
(2) Registrar
(3) Finance Officer
(4) Controller of Examinations
(5) Vice-Chancellor’s Nominee

(ii) Categories C-2 (Rs. 5000-8000)
(1) Registrar (Chairman)
(2) Finance Officer
(3) Controller of Examinations
(4) Vice-Chancellor’s Nominee

C-5 (Rs. 4000-6000)
C-7 (Rs. 3050-4590)

II. SECRETARIAL SERVICES

(i) Category B-1 (Rs. 6500-10500)
(1) Pro-Vice-Chancellor (Chairman)
(2) Registrar
(3) Finance Officer
(4) Controller of Examinations
(5) Vice-Chancellor’s Nominee

(ii) Category C-2 (Rs. 5000-8000)
(1) Registrar (Chairman)
(2) Finance Officer
(3) Controller of Examinations
(4) Vice-Chancellor’s Nominee

C-5 (Rs. 4000-6000)

III. LABORATORY SERVICES:

(i) Category B-1 (Rs. 6500-10500)
(1) Pro-Vice-Chancellor (Chairman)

* O.M. No.CR/4-1/87 dated 29.3.1987
(2) Dean, Faculty concerned
(3) Chairman, Department concerned
OR
Principal concerned
OR
Head of the Section concerned
(4) Registrar
(5) Vice-Chancellor’s nominee

(ii) For Category
C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Dean, Faculty concerned (Chairman)
(2) Principal concerned
(3) Chairman, Department concerned
OR
Head of the Section concerned
(4) Registrar
(5) Vice-Chancellor’s Nominee

IV. SECURITY SERVICES

(i) For Category
B-I (Rs. 6500-10500)
(1) Pro-Vice-Chancellor (Chairman)
(2) Registrar
(3) Proctor
(4) Vice-Chancellor’s Nominee

(ii) For Categories
C-I (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-5 (Rs. 4000-6000)
C-7 (Rs. 3050-4590)

(1) Proctor (Chairman)
(2) Registrar
(3) & (4) Vice-Chancellor’s Nominees Two
V. WORKSHOP/MECHANIC SERVICE

(i) For Category B-1 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)
(2) Chairman, Department of Mechanical Engg.
(3) Registrar
(4) Superintendent, Engg. College Workshop

OR

Principal, University Polytechnic
OR
Principal, Women’s polytechnic
OR
Superintendent J.N. Medical College Hospital
OR
Chairman, Department concerned
OR
Head of the Section concerned
OR
Head of the Office concerned
(5) Vice-Chancellor’s Nominee

(ii) For Categories C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Dean, Faculty concerned (Chairman)
(2) Principal of the College/Institution concerned
(3) Chairman, Deptt. of Mechanical Engg.
(4) Superintendent, Medical College Hospital

OR

Superintendent, University Workshop
OR
Chairman, Department concerned
OR
Head of the Section concerned

OR
Head of the Office concerned

(5) Registrar

(6) Vice-Chancellor’s Nominee

VI. ENGINEERING STAFF

(i) For Category B-1 (Rs. 6500-10500)

(1) Pro-Vice- Chancellor (Chairman)

(2) Registrar

(3) Member-in-charge of the Organisation where the appointment is proposed to be made, if any

(4) Head of the Office/Section concerned.

(5) Vice-Chancellor’s Nominee.

(ii) For Categories C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)

C-4 (Rs. 4000-6000)

C-6 (Rs. 3200-4900)

(1) Member-in-charge concerned (Chairman)

(2) Head of the Office/Section concerned.

(3) Registrar

(4) Vice-Chancellor’s Nominee.

VII. DRAFTSMAN (CIVIL) University Polytechnic

(i) For Category C-3 (Rs. 4500-7000)

(1) Dean, Faculty of Engg. & Tech. -- (Chairman)

(2) Registrar

(3) Principal, University Polytechnic

(4) Vice-Chancellor’s nominee

VIII. HEAD ELECTRICIAN*University Polytechnic

C-4 (Rs. 4000-6000)

(1) Principal, University Polytechnic

(2) Registrar

(3) Vice-Chancellor’s nominees (two in Nos.)

* O.M. No.1622/CR/97 dated 31.9.97
IX. MUSEUM/ARCHIVES

(i) For Category B-1 (Rs. 6500-10500)

1. Pro-Vice-Chancellor (Chairman)
2. Registrar
3. University Librarian

OR
Chairman, Department of Museology
(As the case may be)

4. Chairman of the Department

OR
Head of the Section

OR
Head of the Office/Organisation where the appointment is proposed to be made.

5. Vice-Chancellor’s Nominee

*(ii) For Categories C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)
C-5 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

1. Dean, Faculty concerned (Chairman)
2. Registrar
3. Chairman of the Department concerned

OR
Head of the Office/Organisation concerned

4. Vice-Chancellor’s Nominee

X. AGRICULTURE/VETERINARY SERVICES

(i) For Category B-1 (Rs. 6500-10500)

1. Pro-Vice-Chancellor (Chairman)
2. Registrar
3. Dean, Faculty of Life Sciences
4. Chairman of the Department concerned

OR
Head of the Office concerned

* O.M. No.CR/4-7/87 dated 29.7.1987
(5) Vice-Chancellor’s Nominee

(ii) For Categories

C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Registrar (Chairman)
(2) Chairman of the Department concerned

OR

Head of the Section concerned

(3) & (4) Vice-Chancellor’s Nominees - Two

XI. HORTICULTURE SERVICES

(i) For Category

B-1 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)
(2) Registrar
(3) Member-in-charge, Land & Gardens
(4) Vice-Chancellor’s Nominee

(ii) For Categories

C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Member-in-Charge, Land & Gardens (Chairman)
(2) Horticulturist
(3) Registrar
(4) Vice-Chancellor’s Nominee

XII. DRIVERS/DESPATCH RIDERS:

(i) For Categories

C-5 (Rs. 4000-6000)
C-7 (Rs. 3050-4590)

(1) Registrar (Chairman)
(2) Member-in-Charge, Central Automobile Workshop
(3) Chairman of the Department concerned
Head of the Office concerned
(4) Vice-Chancellor’s Nominee

XIII. CONSERVANCY SERVICES
(i) For Categories
   C-3 (Rs. 4500-7000)
   C-5 (Rs. 4000-6000)

   (1) Registrar (Chairman)
   (2) University Health Officer
   (3) & (4) Vice-Chancellor’s Nominee - Two

XIV. RESEARCH / STATISTICS
*Junior Research Officers

(i) For Category
   B-1 (Rs. 6500-10500)

   (1) Pro-Vice-Chancellor (Chairman)
   (2) Dean of the Faculty concerned
   (3) Principal of the College concerned if any
   (4) Chairman of the Department concerned/Director of the Institute concerned/Head of the Section concerned.
   (5) One Professor of the Department (in case there is no Professor a Reader of the Department) to be nominated by the Vice-Chancellor.

**Senior Research Asstts / Research Assistants, Department of History

   C-1 (Rs. 5500-9000)
   C-3 (Rs. 4500-7000)

   (1) Vice-Chancellor (Chairman)
   (2) Pro-Vice-Chancellor
   (3) Dean, Faculty of Social Sciences.
   (4) Chairman, Deptt. of History
   (5) Co-ordinatory, Centre of Advanced Study, Department of History.
   (6) One expert from outside the university.

Senior Research Fellow /Junior Research Fellow*

(i) For Category
   B-1 (Rs. 6500-10500)

   (1) Dean of the Faculty concerned

* O.M. No.8091 dated 19.4.1991
2. Chairman of the Department concerned
3. One Professor of the Department (in case there is no Professor a Reader of the Department) to be nominated by the Dean of the Faculty concerned
4. Co-ordinator/Chief Investigator of the Project

Sr. Research Assistants/Research Assistant

I. For Categories

1. Dean of the Faculty of concerned (Chairman)
2. Principal of the College concerned
3. Chairman of the Department concerned/Director of the Institute concerned/Head of the Section
4. One Professor of the Department (In case there is no Professor a Reader of the Dept) to be nominated by the Vice-Chancellor
5. A nominee of the Vice-Chancellor

XIII. A. COMPUTER SERVICES

(i) For Category

B-1 (Rs. 6500-10500)
C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Pro-Vice-Chancellor (Chairman)
(2) Dean, Faculty concerned, if any
(3) Chairman, Department concerned/Head of Office concerned.
(4) Registrar
(5) Vice-Chancellor’s Nominee

***B. Administrative Computing Cell, Registrar’s Office

(i) For Category

B-1 (Rs. 6500-10500)
C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Pro-Vice-Chancellor (Chairman)
(2) Chairman
(3) Coordinator, Administrative Computing Cell
(4) Registrar
(5) Vice-Chancellor’s Nominee

* O.M. No.9207/CR/93 dated 20.5.93
** O.M. No.CR/4-13/88 dated 14.3.1988
*** O.M. No.CR/4-8/87 dated 29.7.1987
XIV. SCIENCE INSTRUMENTATION CENTRE
To be dealt with separately later.

XV. MEDICAL SERVICES

(i) For Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Range</th>
</tr>
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<tbody>
<tr>
<td>B-1</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>B-2</td>
<td>Rs. 6500-10500</td>
</tr>
</tbody>
</table>

(1) Pro-Vice-Chancellor (Chairman)
(2) Dean, Faculty of Medicine
(3) Principal, Medical College
(4) Registrar
(5) Chairman, Department concerned (in case the post exists in a Deptt. of the Faculty)

OR
Superintendent, Medical College Hospital

OR
Chief Medical Officer, University Health Service (in case of appointment in the respective Hospital)

(6) Vice-Chancellor’s Nominee

*(ii) For Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1</td>
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<td>C-3</td>
<td>Rs. 4500-7000</td>
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<tr>
<td>C-4</td>
<td>Rs. 4000-6000</td>
</tr>
<tr>
<td>C-6</td>
<td>Rs. 3200-4900</td>
</tr>
</tbody>
</table>

(1) Dean, Faculty of Medicine
(2) Principal, Medical College
(3) Medical Supdt./Chief Medical Officer
(as the case may be)
(4) Registrar
(5) Vice-Chancellor’s Nominee

Note: In case the above posts of ‘C’ category belong to JNMC Hospital or University Health Service, the Principal JNMC shall preside over the Selection Committee. In all other cases the Dean, Faculty of Medicine shall preside over the Selection Committee.

* O.M. No.CR/4-8/87 dated 29.7.1987
XVI. RELIGIOUS SERVICES

(i) For Category B-1 (Rs. 6500-10500)

1. Pro-Vice-Chancellor (Chairman)
2. Dean, Faculty of Theology
3. Chairman, Department of Sunni Theology
   OR
   Chairman, Shia Theology (As the case may be)
4. Nazim, Sunni Dinyat
   OR
   Nazim, Shia Dinyat (As the case may be)
5. Registrar
6. Vice-Chancellor’s Nominee

(ii) For Categories C-2 (Rs. 5000-8000)

C-5 (Rs. 4000-6000)

1. Dean, Faculty of Theology (Chairman)
2. Chairman, Deptt. of Sunni Theology
   OR
   Chairman, Deptt. of Shia Theology
   (As the case may be)
3. Nazim Sunni Dinyat/Nazim Shia Dinyat
4. Registrar
5. Vice-Chancellor’s Nominee.

XVII. UNANI MEDICAL SERVICES*

For Categories C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)

C-4 (Rs. 4000-6000)

C-6 (Rs. 3200-4900)

1. Dean, Faculty of Unani Medicine
2. Principal, A.K. Tibbiya College
3. Chairman, Deptt. concerned in the case of the vacancies in the Deptt. of Studies.
4. Registrar
5. Vice-Chancellor’s Nominee.

* O.M. No.CR/4-1/87 dated 29.3.1987 and O.M. No.CR/4-9/87 dated 29.7.1987
Note: In case the above posts of ‘C’ category belong to A.K. Tibbiya College Hospital, the Principal A.K. Tibbiya College shall preside over the Selection Committees.* In all other cases the Dean, Faculty of Unani Medicine shall preside over the Selection Committee.

XVIII. LIBRARY/DOCUMENTATION SERVICES**

(i) For Category

<table>
<thead>
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<th>Rs.</th>
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</thead>
<tbody>
<tr>
<td>B-1</td>
<td>6500-10500</td>
</tr>
</tbody>
</table>

1. Pro-Vice-Chancellor (Chairman)
2. Registrar
3. University Librarian
4. Vice-Chancellor’s Nominee

(ii) Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1</td>
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</tr>
<tr>
<td>C-3</td>
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<tr>
<td>C-4</td>
<td>4000-6000</td>
</tr>
<tr>
<td>C-6</td>
<td>3200-4900</td>
</tr>
</tbody>
</table>

1. University Librarian (Chairman)
2. Registrar
3. & 4. Vice-Chancellor’s Nominee - Two

XIX. GENERAL EDUCATION CENTRE

For Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1</td>
<td>6500-10500</td>
</tr>
<tr>
<td>C-1</td>
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<td>C-4</td>
<td>4000-6000</td>
</tr>
<tr>
<td>C-6</td>
<td>3200-4900</td>
</tr>
</tbody>
</table>

Selection Committee

1. Pro-Vice-Chancellor (Chairman)
2. Co-ordinator, GEC
3. Registrar
4. Vice-Chancellor’s Nominee

XX. GAMES SERVICES***

For Categories

<table>
<thead>
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<th>Category</th>
<th>Rs.</th>
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<tbody>
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<tr>
<td>C-1</td>
<td>5500-9000</td>
</tr>
<tr>
<td>C-3</td>
<td>4500-7000</td>
</tr>
</tbody>
</table>

Selection Committee

1. Pro-Vice-Chancellor (Chairman)
2. Secretary, Games Committees

* O.M. No.CR/4-9/87 dated 29.7.1987
**
*** O.M. No.5-7939/CR/90 dated 21.12.1990
3. President, Club Concerned  
4. Registrar  
5. Vice-Chancellor’s Nominee (One)

GENERAL NOTE APPLICABLE TO ALL THE ‘B’ & ‘C’ CATEGORIES

(i) In case the number of members of Selection Committee is reduced to three, the V.C. will appoint two nominees instead of one.

(ii) While reconstituting the above Selection Committees, every case has been taken that the Chairman/Head of the Section or Office in whose organisation the post exists is represented on the Selection Committee concerned. If by chance it does not happen, the Vice-Chancellor may be requested to appoint that Chairman/Head of the Section or Office as his nominees.