MINISTRY OF AGRICULTURE AND FARMERS WELFARE
(Department of Agricultural Research and Education)
(DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY)

No...89.../DRPCAU(VC), Pusa dated, the 15th September, 2017

ORDINANCE
(No. 9 of 2017)

Whereas the Government of India in the Department of Agricultural Research and Education/Indian Council of Agricultural Research on the basis of resolution passed in the 2nd meeting of the Board of Management of the University held on 14.07.2017 has approved to make an ordinance regarding the Mode of Constitution of Selection Committee and Qualification for non-teaching staff in the Dr. Rajendra Prasad Central Agricultural University, Pusa F.No. 5-50/2017-CAU dated 12th September 2017.

Now, therefore, in exercise of the powers conferred by Clause 18 (8) read with Clause 21(2) of the Dr. Rajendra Prasad Central Agricultural University First Statutes and with the previous approval of the Central Government, as aforesaid, I, the Vice-Chancellor of the Dr. Rajendra Prasad Central Agricultural University, Pusa, do hereby make this Ordinance and notify the Recruitment Rules of Non-Teaching Employees of the University enclosed at Annexure-1 of this Ordinance.

Srivastava

(R. C. Srivastava)
Vice-Chancellor

Memo No. 441 /DRPCAU Pusa, the 15th September, 2017
Copy forwarded to the Deans/Directors/Deputy Registrar/Comptroller/Deans of the Colleges/Chairman/Head of the Departments for information and necessary action.

Registrar

Memo No. 441 / DRPCAU Pusa, the 15th September, 2017
Copy forwarded to the Deputy Secretary (Establishment)/Under- Secretary, DARE, Govt. of India, Krishi Bhavan, New Delhi-110001 for information.

Registrar

Memo No. 441 / DRPCAU Pusa, the 15th September, 2017
Copy forwarded to the Press Manager, Government Press, New Delhi for publication in the extra-ordinary gazette of the Govt. of India.

Registrar

Memo No. 441 / DRPCAU Pusa, the 15th September, 2017
Copy forwarded to Dr. S. K. Jain, Officer-in-Charge, ARIS Cell for uploading on the web site of DRPCAU, Pusa.

Registrar

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA-848125, BIHAR (INDIA)

(Established under the Dr. Rajendra Prasad Central Agricultural University Act, 2016)

SERVICE & RECRUITMENT RULES (NON-TEACHING EMPLOYEES) 2017

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY
Pusa-848125, Bihar.

(Established under the Dr. Rajendra Prasad Central Agricultural University Act, 2016)

SERVICE & RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2017

The Board of Management of the Dr. Rajendra Prasad Central Agricultural University in exercise of the powers conferred under Statute 18.8 and 21.2 of the Dr. Rajendra Prasad Central Agricultural University Act-2016, hereby makes and adopts the following rules for regulating method of recruitment to non-teaching posts (including Library posts) in the University.

1. Short Title and Commencement

(i) These rules may be called Dr. Rajendra Prasad Central Agricultural University, Pusa Service & Recruitment Rules (Non-Teaching Employees), 2017.

(ii) These will come into force on the date of its notification.

2. Definitions

(a) "Act" means the Dr. Rajendra Prasad Central Agricultural University Act, 2016 as amended from time to time.

(b) "BOM" means the Board of Management of the Dr. Rajendra Prasad Central Agricultural University, Pusa.

(c) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.

(d) "Government" means the Central Government/ Govt .of India.

(e) "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the University for Promotion to a higher post specified in these Rules.

(f) "Non-Teaching Employees" means employees of the University other than University teachers and such other employees as defined otherwise.

(g) "On Probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.

(h) "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract/ daily wages/ temporary/ ad-hoc promotion.

(i) "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under the Dr. Rajendra Prasad Central Agricultural University Act, 2016.

(j) "Selection Committee" means a composition of members of Selection Committee including Departmental Promotion Committee as specified in the Statues/ Ordinances, where not specified, as per these Recruitment Rules.

(k) "University" means the Dr. Rajendra Prasad Central Agricultural University established under the Dr. Rajendra Prasad Central Agricultural University Act, 2016.

3. Extent of Application

These rules shall apply to all the non-teaching employees of the University.

4. The staff of the Dr. Rajendra Prasad Central Agricultural University shall be classified as

a. Group "A"

b. Group "B"

c. Group "C" including Multi Tasking Staff (MTS)

5. Appointing Authority

The Appointing Authority for the posts in Group 'A' shall be the Board of Management and for Group 'B' and Group 'C' shall be the Vice-Chancellor.

6. Schedule

The designation of posts, their classification, scales of pay, the details of qualifications, experience, age limit etc. for various posts and any other information relevant to the post will be notified in due course of time after taking approval of the BOM. For the time being the number of posts will be governed by the MoU signed between DARE & GOB.

7. Method of Recruitment

The following shall be the mode of recruitment for various posts existing in University in accordance with these rules of the University:-

(a) Direct Recruitment

(b) Promotion

(c) Deputation

8. Procedures for issue of Advertisement and inviting applications for all categories of Non-teaching posts

I. Issue of Advertisement

The vacant Non-teaching posts of permanent nature, the posts of temporary nature likely to continue, tenure/ deputation posts etc. shall be advertised in appropriate time, giving at least

two insertion in any of the popular National Dailies, with preferably one insertion in the 'Employment News', and websites of Dr. Rajendra Prasad Central Agricultural University cau.org.ac.in and DARE/ICAR. Individual desirous of offering their candidature for a given post may submit their application (as prescribed in the advertisement) with all the necessary enclosures and prescribed application fee, if any, within the prescribed closing date.

Note : Notwithstanding the provisions mentioned at column No.10 of each post the University may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the University with proper justifications.

II. Date of issue of Advertisement

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

III. Validity period of Advertisement

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

IV. Application Form

a) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft only for the amount as fixed from time to time by the University. The Bank Draft shall be made in favour of Dr. Rajendra Prasad Central Agricultural University. A hard copy of application form with all necessary enclosures along with the prescribed application fee as per the advertisement may be sent to the Registrar or any other officer of Dr. Rajendra Prasad Central Agricultural University, Pusa nominated by the Vice Chancellor for this purpose. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time. The SC/ST/PWD will be charged application fee as per Government of India rules.

b) **Receipt of applications:** The closing date for application form shall be four weeks or as specified in the advertisement from the date of release of vacancies to the press by the University. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. In case the closing date is a holiday, the next working day shall be treated as closing/ last date.

c) Application should be addressed to the Registrar or the officer nominated by the Vice Chancellor for this purpose", Dr. Rajendra Prasad Central Agricultural University, Pusa,,

Bihar-848125" in a closed cover super-scribing "Application for the post of ..... along with the "Post Code : ....." of the post as prescribed in the advertisement.

d) **Holding of Written Tests**

While filling up the posts under direct recruitment, the University may hold the written tests for Group "B" and "C" Non-Teaching posts to be decided by the competent authority. The written tests may comprise language proficiency in English, General Knowledge, Analytical Ability, University System, Office Procedures, Filing, Noting, drafting, Basic GoI Rules etc. or any other subject or professional test depending upon the exigency of service and job requirements as per approval of the Competent Authority.

The criteria to assign appropriate weightage to qualification, experience, performance in written test, skill/ trade test etc will be decided by the competent authority inconsonance with recruitment policy of Govt. of India. The requirement of interview will be dispensed with for junior level non-gazetted group B and C category posts as per directives of DOPT issued from time to time.

The University may also hold the written tests and other trade/ professional tests at the time of promotion of the employees of the University at its discretion and fix qualifying marks in addition to screening of the Annual Performance Appraisal Reports for five preceding years. While screening the Annual Performance Appraisal Reports, the University may also fix any other stringent criteria for consideration of the DPC.

9. Minimum Qualification and Experience

For recruitment to various posts, the qualifications and experience shall be as prescribed in these rules and where these are not prescribed in the rules, the qualification requirements of such posts shall be decided by Board of Management of the University.

10. Age Limit

The upper age limit for appointment to various posts has been prescribed in the appropriate column of these rules. However, the upper age limit for appointment where not prescribed under these rules will be as prescribed by the Board of Management from time to time.

11. Reservations of posts

The policy of the Government of India with regard to the reservation as applicable for various categories in recruitment shall be followed.

12. Payment of Travelling Allowance

SC/ST candidates will be reimbursed travel expenditure as per Government of India rules.

13. Screening of applications

The applications received for various posts will be duly screened in order to ensure that the applicants fulfilled the criteria prescribed for the posts and also to short list the candidates for written test/interview.

14. Constitution of Selection Committees

The Constitution of the Selection Committee and their quorum are as under:
Selection Committee for **administrative** posts:

1.	Registrar	:	Chairman
2.	A member to be nominated by the Vice-chancellor out of a panel of six names approved by the Board of Management	:	Member
3.	Two experts, not in service of the University to be nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST to be nominated by the Vice Chancellor.	:	Member
5.	Comptroller or any other Officer to be nominated by the Vice Chancellor	:	Member
6.	Either Deputy Registrar (Estt.) or Asstt. Registrar (Estt.)	:	Member-Secretary

The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees at the time of Selection to any post of the University. In addition to the above, the nominee(s) of the SC/ ST community to be nominated by the Vice-Chancellor shall be included in the Selection Committees. Any other member/ members shall also be included in the Selection Committees as per the instructions of Government of India issued from time to time.

15. Direct Recruitment by Open Selection

a) Direct recruitment shall be made as per Recruitment Rules of the University for Non-Teaching employees.

b) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates.

c) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview if required to be held to fill up a particular post.

d) The terms and conditions with regard to the minimum qualification, experience and other terms shall be as per annexure.

e) The rules and procedures prescribed by the Govt. of India in respect of the provisions for the employment of persons from reserved categories shall be followed.

f) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee.

g) For presentation and Interview, the individual members of the Selection Committee will assign appropriate marks out of the total marks. The average of the marks assigned by the members is the mark obtained by the candidate in presentation and Interview. In case of tie, the Committee will select appropriate candidate assigning reason.

h) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.

i) The selection committee will prepare a select list and a reserved list. The number of candidates in the select list shall not be more than the posts/ vacancy notified in the advertisement. The selection committee shall also prepare a reserved list containing 2-3 names. The panel of reserved list candidates will be valid for one year from the date of approval of competent authority and the University reserves the right to make appointments from the reserved panel on consequential vacancy caused by non-joining of the candidate within the stipulated time allowed for joining the post or where a candidate joins but he/she resigns or dies within a period of one year from the date of his/her joining post or any equivalent future vacancy(ies).

j) The University reserves the right to increase/decrease the number of posts at the time of selection.

k) In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

l) The recommendations of the Selection Committee shall be submitted to the Board of Management and orders of appointment shall be issued after the approval of the Board of Management.

m) Based on the recommendations of the Selection Committee, the Board of Management may, at its discretion, sanction one-time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. of India rules in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.

n) The Selection Committee's recommendations, when approved by the Board of Management, shall remain valid for a period of one year from the date of such approval.

16. Outsourcing of Services and Engagements on Temporary / Ad-hoc/ Contract basis.

i. The University shall ordinarily explore the possibilities of outsourcing of services in the sectors like the security, horticulture, sanitation and other areas where-ever possible through agencies by entering into contract for a specified period. For this purpose, the University has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.

ii. Where the hiring of services in any area/ sector is not feasible, the University may consider engagement on contract basis on certain monetary consideration, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. The contractual appointment shall be given for the specific period as decided by the competent authority from time to time keeping in view the exigency of work. The University may also consider engaging consultants as per provisions of GFR 2005.

iii. The appointment of skilled/semi-skilled contractual staff in externally funded projects will be purely on co-terminus basis. After the termination of the project, the university will not have any liability of the staff engaged for the externally funded schemes/projects.

17. Promotion

Departmental Promotion Committee shall be as under:

1.	Registrar	:	Chairman
2.	A member to be nominated by the Vice-chancellor out of a panel of six names approved by the Board of Management	:	Member
3.	Two experts, not in service of the University to be nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST to be nominated by the Vice Chancellor.	:	Member
5.	Comptroller or any other Officer to be nominated by the Vice Chancellor	:	Member
6.	Either Deputy Registrar (Estt.) or Asstt. Registrar (Estt.)	:	Member-Secretary

The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Promotion Committees at the time of Promotion to any post of the University. In addition to the above, the nominee(s) of the SC/ ST community to be nominated by the Vice-Chancellor shall be included in the Promotion Committees. Any other member/ members shall also be included in the Promotion Committees as per the instructions of Government of India issued from time to time.

(a) The candidates to be considered for promotion must fulfill the prescribed eligibility criteria as on the date of occurrence of vacancy.

(b) Promotion is earned by means of hard work, good conduct and result oriented performance as reflected in the APAR/ACRs. Only performance reported above "Average" i.e. 'good' consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remark, it cannot be regarded as complimentary.

(c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years as specified above at 17(b). In case there is any adverse entry in the APAR or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these rules.

(d) The eligibility criteria, Vigilance Clearance Reports, CR folders/ dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/ STs shall be provided to the DPC for consideration.

The zone of consideration of eligible officers for promotion should be as per GOI Rules /DoPT instruction with extended zone for SCs/ STs to ensure the promotional chances against the reserved quota.

The grading and score are quoted below:-

S.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for appointment/ promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/ promotion.

(iii)	Grade "between 4 and short of 6" shall be rated as ' good' and will be given a score of 5 for the purpose of calculating average scores for appointment/ promotion.
(iv)	Below 4 shall be given a score of 'zero'

(e) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.

(f) 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.

(g) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/ confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.

(h) The following cases shall be brought to the notice of the DPC:-

i) Employees under suspension ;

ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and

iii) In respect of whom prosecution for a criminal charge has been pending.

The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/ criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

(i)The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

18. Functions of the DPC

i) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group 'A', 'B' & 'C' employees. The constitution of DPC for various categories of posts will be as per the Appendix-1.

ii) Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts

subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' non-teaching staff, the order of confirmation to the incumbents shall be issued with the approval of the competent authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks (i.e. the score of 7).

iii) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:

a) Provisions of the Act/ Statutes/ Ordinances/ Regulations/ Rules / UGC/ GOI guidelines as applicable.

b) Eligibility criteria & relaxations/ concessions applicable to the SC/ ST categories.

c) Work & Conduct Reports

d) The Annual Performance Appraisal Reports (APARs)/Annual Confidential Reports (ACR) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Confidential Reports/ the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned at Rule-18(b) & (e) or any other criteria for consideration as per the rules.

e) Vigilance Clearance Report

f) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/ DARE/ICAR.

g) Performance in the interview/ skill test/ written test, if conducted by the DPC as per rule.

iv) The DPC is expected to screen the cases and decide the eligibility based on the afore-mentioned documents like ACRs/ APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note:- In case any APAR(s) of any particular period has not been initiated by the designated authority despite the fact that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/ Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediate preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

19. Mode of Promotion

i) In addition to the condition for promotion for the posts as specified at *para* (v) below, the University may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the written tests, interview or other trade/ professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory. The requirement of interview will be dispensed with for junior level non-gazette group B and C category posts as per directives of DOPT issued from time to time.

ii) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/ her eligibility. After completion of formalities such as Annual Performance appraisal reports APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. Subject to availability of higher posts the employees will be considered for promotion based on the recommendations of the DPC/ duly approved by the Competent Authority of the University.

iii) All promotions of the non-teaching staff shall take effect from the date of joining after approval of recommendation of the Department Promotion Committee by the competent authority.

iv) The qualifying of Typing Test/ Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Upper Division Clerk, Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time. Further, the qualifying of Typing Test/ Skill Test with knowledge of computers shall also be the compulsory requirement for all Stenographers and Personal Assistants of the University who will be considered for promotion as Personal Assistant and Private Secretary as per the eligibility criteria prescribed in these rules for promotion to group A and B post. Graduation will be minimum qualification.

v) Either due to non-performance / misconduct/ misbehavior or violation of Rule 3 – a, b, & c of the CCS Conduct Rules, 1965, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the University shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement. However, when the employee concerned is confirmed on his post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his promotion to the next higher post, if any available or upward movement under the Assured Career Progression Scheme (ACPS)/ Modified Assured Career Progression Scheme (MACPS) or the Career Advancement Scheme shall be proportionately increased by one year. In other words such an employee may be considered for promotion/ ACP Scheme/ Modified Assured Career Progression Scheme (MACPS)/ Career Advancement Scheme after one year from the date of his/ her actual date of eligibility.

20. Ad-hoc Promotions

i) In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the competent authority may consider relaxation of experience maximum by one year at his discretion to promote an employee on ad-hoc basis after completing all procedural formalities as laid down under Rule-17 to 19 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, the candidate must have maintained at least three outstanding reports in the last 5 years prior to the date of eligibility for such ad-hoc promotion.

ii) Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these rules, they may also be considered for ad-hoc-promotion against the leave/ lien/ deputation vacancies or in cases where it is not possible to convene the regular meetings of the DPC/ Selection Committee subject to the condition that they have minimum score 5 (Group 'B' & "C' posts) and 7 (Group' A' posts) in the preceding years as per rule-18 (e) above. In such cases, ad-hoc promotions may directly be made by the appointing authority at its discretion after proper screening of the relevant records such as nature of vacancy, the APARs, vigilance clearance report(s), seniority list, roster position etc.

21. Panel

a) The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year from the date of such approval of the competent authority. It should cease to be in force on the expiry of a period of one year or when a fresh panel is prepared, whichever is earlier.

22. Assured Career Progression Scheme (ACP)/ MACP/ Career Advancement Scheme (CAS)

(i) The financial up-gradation under the ACP/ MACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the orders/ guidelines of Government of India as amended/ issued from time to time.

(ii) In case of financial up-gradation under ACP up to the level of Deputy Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ ST/ OBC/ PWD etc. wherever required as per the guidelines of the GOI.

(iii)Any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the Board of Management of the University shall be final.

(iv) CAS for technical services will be governed by ICAR TRS once technical service rules are framed which will be done as ICAR pattern.

23. Probation

(i) **In case of direct recruitment**: The selected candidate will be kept on probation for a period of two years from the date of joining.

(ii) The appointing authority may extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehavior. In case there is no perceivable improvement despite all this, his/ her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

(iii) **In case of promotion** to the next higher post, the employee(s) shall be kept on probation for a period of two years (no probation in case of promotion within the same group of post) from the date of DPC/ Selection Committee. The appointing authority may extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post with immediate effect and in his place next junior will be promoted on ad-hoc/ regular basis following prescribed procedure to avoid consequential reversions in the line.

(iv) All other Central Government rules on probation and confirmation as amended from time to time shall be applicable *mutatis mutandis.*

Note:-

(i) If an employee who is recruited/ promoted to any post(s), avail leave on piece meal basis or at a time for a period of two months or more during his/ her probation period, his/ her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.

(ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he/her should be warned of the consequences, i.e. termination of his/her services/ reversion to the post from which he/she is appointed / promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

(iii) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.

(iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the University. However, in

case his request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding application that he/ she would resign the post in the event of his/her selection in other department.

(v) No employee of the University shall be confirmed on his post unless and until he signs the service agreement.

24. Relaxation of Age and Experience

a. The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories will be made applicable to them as per Govt. of India norms. A certificate to this effect in the format as prescribed by the Govt. of India issued from the competent authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee as per relevant Govt. of India rules. There will be no age limit for regular employees of Dr. Rajendra Prasad Central Agricultural University.

b. In addition to above, Board of Management may relax age limit and experience in respect of employees of Dr. Rajendra Prasad Central Agricultural University, Employees of the Central Government/ State Government/ Agricultural Universities / Central autonomous bodies/ organizations/ Institutions/ Public Sector Undertakings etc. equal to the period they have been in service of such organizations.

25. Discipline/ Vigilance Clearance Reports

(i) Candidate who is already in service should submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.

(ii) Deliberate concealment/ suppression of factual information or any document relating to the eligibility or otherwise as a candidate, supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile etc., the Chief Vigilance Officer of the University shall have the powers to investigate/ inquire into the matter and submit his report to the administration for further action in this regard at any time of recruitment process or employment as per law.

26. Removal of Difficulties

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

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

27. Interpretation

Any ambiguity or lack of clarity with regard to any clause of the rules, the decision of the Board of Management shall be final.

28. Amendment of Rules

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

29. Residuary Matters

In respect of all matters not specifically provided for in these rules, the corresponding provisions as prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed. In case any particular provision in these rules clashes with any provision of the Act / Statutes, the provision of the Act / Statutes shall prevail and the provision in these rules shall stand superseded.

30. Liability of officers to serve in India or/ and abroad

Employees appointed shall be liable to serve anywhere within the jurisdiction of the University.

31. Territorial Jurisdiction

In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court of state where the cause of action has arisen.

32. Savings

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

33. General Terms and Conditions of recruitments

i. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/ interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.

ii. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these rules against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.

iii. Candidate who is already in service should submit his/her application through proper channel. However, he/ she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer within thirty days after the closing date for receipt of application/advance copy of application(s) failing which he/ she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossier duly certified by the Competent Authority for the desired periods through proper channel.

iv. It is the responsibility of the candidate to assess his own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Board of Management shall be final.

v. Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If, any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.

vi. If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such information relating to

the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.

vii. The persons appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Board of Management of the University and rules of the Govt. of India/ Guidelines of the UGC adopted by the University from time to time.

viii. For a candidate to be appointed to any non-teaching post, his/her character antecedents will be got verified through the police/Deputy Collector/ Commissioner. In case of adverse findings the appointment shall be terminated without any notice.

ix. Selected candidate will be required to take an oath of allegiance, faithfulness to the constitution of India and make a solemn affirmation to this effect in the prescribed form on appointment.

x. On appointment, he/she will submit a declaration regarding his/her marital status in the prescribed proforma. In the event of his/her having more than one husband/wife living unless being exempted from the enforcement of the requirement in this behalf his/her appointment will be terminated.

xi. At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be deposited with the Registrar. The written contract between a teacher and the University required to be entered in the form prescribed by the University. Such service agreement shall be duly stamped as per the rates applicable.

xii. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. It will be by a medical board for Group A & B posts and by civil surgeon for Group C post. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies shall submit a certificate for his employer that he was found medically fit at time of first appointment.

xiii. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including

night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post.

xiv. The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.

xv. The selected candidate will be governed by the "National Pension System" (known as 'New Pension Scheme') of the Govt. of India applicable wef 01.01.2004 for its employees recruited on or after 01.01.2016. However, employees who were already in service prior to launch of this scheme, shall continue to be governed by the same scheme in this University also except those appointed on tenure posts.

xvi. The selected candidate is liable to serve anywhere within the jurisdiction of University where the offices or projects of the University are located or may be located in future.

xvii. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules of the University and also the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other rule/ regulation prescribed specifically for maintaining the conduct of the employees by the Board of Management of the University.

xviii. The candidate applying for the non-teaching posts should send the self attested copies of all certificates relating to his/ her educational qualifications, experience, age, caste and other testimonials along with his/ her application (DOPT O.M. No. K-11022/ 67/ 2012-AR dated 10th May, 2015).

xix. A relaxation of marks in case of SC/ ST/ PWD candidates will be applicable as per the Govt. of India guidelines.

xx. The minimum requirement of a good academic record shall be as prescribed by Govt. of India for similar posts in its Departments.

xxi. Candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/ photo-copies of the enclosures to his/ her application, he or she shall not be allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.

xxii. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.

(ii) The University reserves the right to withdraw the advertisement either partially or wholly at any time without assigning any reason to this effect.

(iii) For filling up the post on direct recruitment basis, the selection committee will prepare a select list and a reserved list. The number of candidates in the select list shall not be more than the posts/ vacancy notified in the advertisement. The selection committee shall also prepare a reserved list containing 2-3 names. The panel of reserved list candidates will be valid from the date of approval of competent authority and the University reserves the right to make appointments from the reserved panel on consequential vacancy caused by non-joining of the candidate within the stipulated time allowed for joining the post or where a candidate joins but he/she resigns or dies within a period of one year from the date of his/her joining post or any equivalent future vacancy(ies).

(iv) The University reserves the right to reject any application without assigning any reason thereof.

(v) The University reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.

(vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded.

xxiii. (i) Interim enquiries shall not be entertained.

(ii) 'Canvassing in any form shall disqualify the candidature of the candidate'.

(iii) Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/ c payee draft shall be rejected.

xxiv. The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/ her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the application which will facilitate communication at any point of time.

xxv. For any clarification, the candidates may contact the Deputy Registrar (Establishment) or any other designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.

34. **Nature of Duties**

The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard.

Appendix-1

Selection Committees for Direct Recruitment / Departmental Promotion Committee of Non-Teaching Employees

(1) Following shall be the constitution of the Selection Committees:-

(a) Selection Committee for statutory posts like Registrar and Comptroller etc.:

As per Statue 18(2), of the Statutes of the Dr. Rajendra Prasad Central Agricultural University Act, 2016 and as amended time to time.

(b) Selection Committee for the post of **Assistant Registrar and above** (other than statutory posts):

1.	Vice-Chancellor or nominee of the Vice Chancellor not below the rank of Professor	:	Chairman
2.	A member to be nominated by the Vice-chancellor out of a panel of six names approved by the Board of Management	:	Member
3.	Two experts, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST to be nominated by the Vice Chancellor.	:	Member
5.	The Head of Department concerned	:	Member
6.	Registrar	:	Member-Secretary

(c) Selection Committee for **technical** posts below Assistant Registrar in the constituent colleges:

1.	Director of Education/Research/Extension Education to be nominated by Vice-Chancellor.	:	Chairman
2.	A member to be nominated by the Vice-chancellor out of a panel of six names approved by the Board of Management.	:	Member
3.	Two experts, not in service of the University, nominated by the Vice Chancellor.	:	Member
4.	A representative of SC/ST to be nominated by the Vice Chancellor.	:	Member
5.	The Dean/Head of the Centre / Institution/ Wing concerned to be nominated by the Vice Chancellor.	:	Member
6.	Registrar / Deputy Registrar (Estt.)/ any other Officer of equivalent grade of Deputy Registrar to be nominated by the Vice Chancellor.	:	Member-Secretary

(d) Selection Committee for **non-technical** posts below Assistant Registrar:

1.	Registrar	:	Chairman
2.	A member to be nominated by the Vice-chancellor out of a panel of six names approved by the Board of Management	:	Member
3.	Two experts, not in service of the University to be nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST to be nominated by the Vice Chancellor.	:	Member
5.	Comptroller or any other Officer to be nominated by the Vice Chancellor	:	Member
6.	Either Deputy Registrar (Estt.) or Asstt. Registrar (Estt.)	:	Member-Secretary

Appendix – 2

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY

Pusa - 848125, Bihar

(Established under the Dr. Rajendra Prasad Central Agricultural University Act, 2016)

SCHEDULE

RECRUITMENT RULES (NON TEACHING EMPLOYEES) 2016

Sl. No.	Name of Post	Group	Core Pay Scales as Per 6th CP	
			Pay Band (Rs.)	Grade Pay (Rs.)
1	2	3	4	5
I	**SECRETARIAL SERVICES**			
1	Assistant	B	9300-34800	4200
2	Accountant	B	9300-34800	4200
3	Junior Auditor	B	9300-34800	4200
4	Divisional Accountant	B	9300-34800	4200
5	Jr. Stenographer	C	5200-20200	2400
6	Lower Divison Clerk	C	5200-20200	1900

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA
(Established under the Dr. Rajendra Prasad Central Agricultural University Act, 2016)

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

1	Name of Post	**Lower Division Clerk**
2	Classification	Group 'C'
3	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900/-
4	Age Limit for direct recruits	30 Years
5	Educational and other qualifications required for direct recruits	**Essential:** i. Intermediate/PUC from a recognized Board/University. ii. Knowledge of Computer Applications. iii. Proficiency in Hindi/English computer typing with minimum speed of 30 words per minute.
6	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
7	Period of probation, if any	Two years
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	85% by direct recruitment 10% by LCT 05% by promotion from Multi Tasking Staff possessing essential qualification as above. **Written :** 1. Aptitude test - 100 2. General Knowledge - 50 3. Language (Hindi/English) - 100 4. Computer Proficiency test (Qualifying) - The candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 250 (100 + 50 + 100). Syllabus will be of intermediate level.
9	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	From amongst MTS possessing essential qualification as at 7 above.
10	Composition of Selection Committee for direct recruitment	As per Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-I

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA
(Established under the Dr. Rajendra Prasad Central Agricultural University Act, 2016)

RECRUITMENT RULES FOR THE POST OF ASSISTANT

1	Name of Post	**Assistant**
2	Classification	Group 'B'
3	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs.4200/-
4	Age Limit for direct recruits	30 years
5	Educational and other qualifications required for direct recruits	**Essential:** i. Bachelor's degree from a recognized University /Institute. ii. Knowledge of Computer Applications.
6	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
7	Period of probation, if any	Two years
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	25% by direct recruitment 25% by LCT 50% by promotion. **Written :** 1. Aptitude test - 100 2. General Knowledge - 50 3. Language (Hindi/English) - 100 4. Computer Proficiency Test (Qualifying) - The candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 250 (100 + 50 + 100). Syllabus will be of graduation level.
9	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	**Promotion:** Upper Division Clerk with six years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs.2400/- **Deputation:** Officers holding analogous posts on regular basis in the Central/ State Government, Universities and other autonomous organizations.
10	Composition of Selection Committee for direct recruitment	As per Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1

Note: All new appointment on the post of Assistant will be made on 4200 Grade Pay. Promotion shall be given only to those staff member who is Graduate in any discipline.

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA
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RECRUITMENT RULES FOR THE POST OF ACCOUNTANT/ Divisional Accountant

1	Name of Post	**Accountant/Divisional Accountant**
2	Classification	Group 'B'
3	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200/-
4	Age Limit for direct recruits	30 years
5	Educational and other qualifications required for direct recruits	**Essential:** i. Degree in Commerce from any University ii. Knowledge of Computer Application.
6	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
7	Period of probation, if any	Two years
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	25% by direct recruitment 25% by LCT 50% by promotion. **Written :** 1. Aptitude test - 100 2. General Knowledge - 50 3. Language (Hindi/English) - 100 4. Computer Proficiency Test (Qualifying) - The candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 250 (100 + 50 + 100). Syllabus will be of graduation level.
9	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	**Deputation:** Officers holding analogous posts on regular basis in the Central/ State Government, Universities and other autonomous organizations.
10	Composition of Selection Committee for direct recruitment	As per Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1

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RECRUITMENT RULES FOR THE POST OF JUNIOR AUDITOR

1	Name of Post	**Junior Auditor**
2	Classification	Group 'B'
3	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200/-
4	Age Limit for direct recruits	30 years
5	Educational and other qualifications required for direct recruits	**Essential:** 1. B.Com from any recognized University 2. Knowledge of Computer application
6	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
7	Period of probation, if any	02 Years
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment 50% by promotion **Written :** 1. Aptitude test - 100 2. General Knowledge - 50 3. Language (Hindi/English) - 100 4. Computer Proficiency Test - 50 The candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 300 (100 + 50 + 100 + 50). Syllabus will be of graduation level.
9	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	NA
10	Composition of Selection Committee for direct recruitment	As per Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-I

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RECRUITMENT RULES FOR THE POST OF JR STENOGRAPHER

1	Name of Post	**Jr. Stenographer**
2	Classification	Group 'C'
3	Pay Band & Grade Pay	Rs 5200-20200 (PB-1) + Grade Pay Rs. 2400
4	Age Limit for direct recruits	30 years
5	Educational and other qualifications required for direct recruits.	**Essential:** i. Inter or 10+2 from a recognized University/Board. ii. Proficiency in Stenography in English/ Hindi with minimum speed of 80 w.p.m. iii. Proficiency in Typing in English/ Hindi with minimum speed of 30/ 25 w.p.m. iv. Knowledge of computer applications.
6	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
7	Period of probation, if any	Two Years
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	100% by direct recruitment. **Written :** 1. Aptitude test - 100 2. General Knowledge - 50 3. Language (Hindi/English) - 100 4. Computer Skill test - 50 The candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 250 (100 + 50 + 100. Syllabus will be of graduation level.
9	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	N.A.
10	Composition of Selection Committee for direct recruitment	As per Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1