

RECRUITMENT RULES FOR NON-TEACHING POSITIONS



National Institute of Foundry and Forge Technology

Hatia, Ranchi-834003

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RECRUITMENT RULES FOR NON-TEACHING POSITIONS

The Preamble

- 1) For people not from government funded academic institutions, the term “analogous” would mean a post carrying similar basic pay plus dearness allowance or above. No other allowance will be considered. Proofs of matching selection process, e.g. certified copy of recruitment policy of the organizations served, must also be provided.
- 2) For people not from government funded academic institutions, the term “comparable experience” would mean a post carrying similar basic pay plus dearness allowance or above. No other allowance will be considered. Proofs of matching selection process, e.g. certified copy of recruitment policy of the organizations served, must also be provided.
- 3) For all positions, the appointing authority will be the BOG of the Institute. The selections will be carried out by the Institute only by following the mechanism stated therein. Central selection bodies, such as UPSC, SSC, etc. will not be consulted under any circumstance.
- 4) If large numbers of applications are received for any post, the Institute may use a higher criterion to reduce the number of eligible applicants to be called for the selection process.
- 5) Experience of less than 1 year in an organization will not be counted for regular service calculation.
- 6) Composition of Selection Committee for Technical Posts

(a) Director	Chairman
(b) One Expert from outside the Institute	Member
(c) Nominee from MHRD	Member
(d) Head of the Department concerned	Member
(e) Registrar / Professor-In-charge (Administration)	Member
- 7) Composition of Selection Committee for Senior Administrative Posts carrying Pay Levels equivalent to Assistant Professor and above

(a) Director	Chairman
(b) One Expert from outside the Institute	Member
(c) Nominee from MHRD	Member
(d) Nominee of BOG	Member
(e) Registrar / Professor-In-charge (Administration)	Member
- 8) Composition of Selection Committee for other Administrative and Ministerial Posts

(a) Director	Chairman
(b) One Expert from outside the Institute	Member
(c) Nominee from MHRD	Member
(d) Registrar / Professor-In-charge (Administration)	Member

- 9) Composition of DPC

(a) Director	Chairman
(b) Head of the Department concerned	Member
(c) Head of the Department other than concerned	Member
(d) Registrar / Professor-In-charge (Administration)	Member
- 10) The case, wherever the staff is hired on deputation and Institute is willing to absorb their service in the public interest, the case of absorption may be placed before the Selection Committee/DPC for its approval.
- 11) Permanent employees of the Institute shall be governed by the following terms and conditions:
 - (a) All direct appointments to posts under the Institute shall be made on appropriate probation as stated therein after which the appointee, if confirmed, shall continue to hold the office subject to the acts and statutes of the Institute, till the end of the month in which he/she attains the prescribed maximum age; provided further that the appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as it may deem fit.
 - (b) The age of superannuation shall be as specified by the Central Government for various classes and categories of the employees, from time to time.
 - (c) The employees of the Institute shall be entitled to allowances in addition to pay, as admissible to Central Government Employees.
 - (d) The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families as per Central Civil Services (Medical Attendance) Rules, 1944.
 - (e) The employees of the Institute shall be governed by the Central Civil Services (Conduct) Rules, 1964.
 - (f) The employees appointed on or after 01/01/2004 shall be governed by the New Pension Scheme (NPS) announced by Government of India.
 - (g) The application of the employees of the Institute shall be forwarded for employment outside the Institute only thrice a year in accordance with the applicable procedures. During probation, applications will not be forwarded under any circumstances.
 - (h) The employees of the Institute will be entitled for Leave Travel Concession (LTC) for self and family as admissible to Central Government Employees.
 - (i) Overtime and night allowances shall be allowed to the eligible employees of the Institute as is admissible to the Central Government Employees.

Recruitment rules for the post of Registrar

1	Name of the post	Registrar
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 14
5	Age limit for direct recruits	Preferably below 55 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification:</u> Master's degree in any discipline from a recognized University / Institute with at least 55% marks or its equivalent or Grade 'B' in the UGC 7-point scale.</p> <p><u>Essential experience:</u> a) At least 15 years as Assistant Professor in Pay Level 11 and above or with 8 years of service in Pay Level 12 and above including as Associate Professor, along with adequate experience in educational administration; OR b) Comparable experience in research organizations and/or other higher educational institutions with adequate administrative experience;OR c) 15 years of administrative experience in universities / technical institutions, out of which 6 years shall be as Deputy Registrar or equivalent at Pay Level 13.</p> <p><u>Desirable:</u> a) Educational qualification in Engineering / Technology / Management/Law; b) Experience in handling computerized administration / financial / legal / establishment matters.</p>
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Same as direct recruits
8	Probation period, if any	Not applicable
9	Type of recruitment	<p>Direct recruitment, failing which deputation / transfer / contract basis;</p> <p>Appointments shall be made for tenure up to 5 years or till attaining the age of 62, whichever is earlier or as fixed by the Govt. of India by orders issued in this regard from time to time.</p>
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> No promotions allowed.</p> <p><u>Deputation / Transfer</u> Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSU, holding analogous post or with at least 3 years regular service in posts with Pay Level 13A or above as per 7th CPC.</p>
12	Detailed of composition of DPC, if any	Not applicable

Recruitment rules for the post of Deputy Registrar

1	Name of the post	Deputy Registrar
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 12. On completion of 5 years at Pay Level 12, the incumbent will be assessed by DPC for movement to Pay Level 13 with same designation.
5	Age limit for direct recruits	Not exceeding 50 Years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification:</u> Master's degree in any discipline from a recognized University / Institute with at least 55% marks or its equivalent or Grade 'B' in the UGC 7-point scale.</p> <p><u>Essential experience:</u> a) 9 years as Assistant Professor in Level 10 and above with adequate experience in educational administration; OR b) Comparable experience in research organizations and/or other higher educational institutions with adequate administrative experience; OR c) 5 years of administrative experience in universities / technical institutions, as Assistant Registrar at Pay Level 11 and above</p> <p><u>Desirable:</u> a) Educational qualification in Engineering / Technology / Management/Law; b) Experience in handling computerized administration / financial / legal / establishment matters. c) Chartered or Cost Accountant degree or Diploma for the post of Assistant Registrar (Finance/Accounts).</p>
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	75% Direct Requirement failing which by deputation (including short term contract) 25% on promotion failing which by deputation (including short term contracts)
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> Assistant Registrar of the Institute with a regular service of 10 years, of which 5 years must be at the Pay Level of 11.</p> <p><u>Deputation / Transfer</u> Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSU, holding analogous post or with at least 5 years regular service in posts with Pay Level 11 or above as per 7th CPC.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Assistant Registrar

1	Name of the post	Assistant Registrar
2	Number of posts	3
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 10. On completion of 5 years at Pay Level 10, the incumbent will be assessed by DPC to move to Pay Level 11 with the same designation.
5	Age limit for direct recruits	Not exceeding 35 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification:</u> Master's degree in any discipline from a recognized University / Institute with at least 55% marks or its equivalent or Grade 'B' in the UGC 7-point scale.</p> <p><u>Desirable:</u> a) Educational qualification in Engineering / Technology / Management/Law; b) Experience in handling computerized administration / financial / legal / establishment matters. c) Chartered or Cost Accountant degree or Diploma for the post of Assistant Registrar (Finance/Accounts).</p>
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	N.A
8	Probation period, if any	2 Years
9	Type of recruitment	Direct recruitment/Deputation
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	Pay Level 9 as per 7 th CPC
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Executive Engineer

1	Name of the post	Executive Engineer
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 11. On completion of 5 years at Pay Level 11, the incumbent will be assessed by DPC for movement to Pay Level 12 with same designation
5	Age limit for direct recruits	Not exceeding 40 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification:</u> First Class Degree or Equivalent in Civil / Electrical Engineering from a reputed University / Institution.</p> <p><u>Essential experience:</u> a) 5 years of work experience on a regular service in relevant field (Civil / Electrical) as Engineer / Assistant Engineer in Pay Level 10. Work experience must be from PWD (State/Central) or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Technical Institutions or Organizations under State/Central Govt.</p> <p><u>Desirable:</u> a) Knowledge of computer-aided design (CAD) using appropriate software (Civil/Electrical); b) Proven record of handling projects / works in reputed organizations of relevant magnitude and quality; c) <u>Electrical:</u> Experience in HT Lines / Electrical Maintenance Planning and Execution; <u>Civil:</u> Designing and estimation, Construction management, etc.</p>
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	Direct recruitment, failing which by deputation/ transfer / contract basis.
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> No promotion as matching regular positions are not available at the Institute at lower levels.</p> <p><u>Deputation / Transfer</u> Officers under the PWD (State/Central) or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Technical Institutions or Organizations under State/Central Govt., holding analogous post or with at least 5 Years of regular service as Assistant Engineer / Assistant Executive Engineer at Pay Level 10 in the relevant field.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Senior Medical Officer

1	Name of the post	Senior Medical Officer
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 11 along with NPA as per rules
5	Age limit for direct recruits	N.A.
6	Educational and other qualifications for direct recruits	<u>Essential qualification:</u> MBBS Degree or equivalent qualification included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register with 5 years of experience in a Hospital or Dispensary recognized by the State/Central Health Department. Or Post graduate qualification, preferably MD, in General medicine from a reputed medical education institute
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Method of recruitment, whether by direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Promotion failings which through deputation (including short term contract)
10	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<u>Promotion</u> Medical Officers with 4 years' service in level 10 <u>Deputation / Transfer</u> Officers under Central/State or similar services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Institutions of National Importance, holding analogous post on regular basis.
11	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Medical Officer

1	Name of the post	Medical Officer
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 10 alongwith NPA as per rules
5	Age limit for direct recruits	Not exceeding 35 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification:</u> MBBS Degree or equivalent qualification included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register with 3 years of experience in a Hospital or Dispensary recognized by the State/Central Health Department.</p> <p><u>Desirable:</u> a) MD in General Medicine from a Reputed Medical Institute.</p>
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	Direct recruitment, failing which by deputation (including short term contract).
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> No promotion allowed.</p> <p><u>Deputation / Transfer</u> Officers under Central/State or similar services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Institutions of National Importance, holding analogous post on regular basis.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Technician

1	Name of the post	Technician
2	Number of posts	05
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 2
5	Age limit for direct recruits	Not exceeding 30 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification and experience will be one of the following, depending on the requirements of the Dept. to which he/she will be employed</u></p> <p>First Class Diploma in Engineering from an AICTE approved Institute, in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering, OR Equivalent with 2 years of experience in a relevant field.</p> <p>OR</p> <p>First Class B.Sc. degree from a UGC recognized University / Institute, in Physics/ Chemistry / Electronics / Mathematics or Equivalent with 2 years of relevant work experience from a recognized University /Institute /Research Lab.</p> <p>OR</p> <p>Advance Diploma Course (ADC) in Foundry / Forge Technology from NIFFT</p> <p>OR</p> <p>ITI course from a Govt. recognized Institute, in the following trades: Foundry-men / Forger /Heat Treater / Machinist / CNC operator / Turner / Fitter / Pattern Maker / Draughtsman / Welder / Electrician / Electronics or equivalent trades, along with 5 years of experience (including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) or Equivalent / Industrial Experience from PSU / Railways/ CSIR labs / reputed Private Industries.</p>
7	Educational and other qualifications for recruitment through promotion	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	75% by Direct recruitment; 25% by Promotion
10	Method of recruitment	Through skill test and interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> 8 Years of Experience at NIFFT in Pay Level 1. Selection will be done through assessment by DPC.</p> <p><u>Deputation / Transfer</u> No deputation or transfer allowed.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Senior Technician

1	Name of the post	Senior Technician
2	Number of posts	12
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 4
5	Age limit for direct recruits	Not Applicable
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification and experience will be one of the following, depending on the requirements of the Dept. to which he/she will be employed</u></p> <p>First Class Diploma in Engineering from an AICTE approved Institute, in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering, OR Equivalent with 7 years of experience in a relevant field.</p> <p>OR</p> <p>First Class B.Sc. degree from a UGC recognized University / Institute, in Physics/ Chemistry / Electronics / Mathematics or Equivalent with 7 years of relevant work experience from a recognized University /Institute /Research Lab.</p> <p>OR</p> <p>Advance Diploma Course (ADC) in Foundry / Forge Technology from NIFFT with 5 years of experience in the relevant field.</p> <p>OR</p> <p>ITI course from a Govt. recognized Institute, in the following trades: Foundry-men / Forger /Heat Treater / Machinist / CNC operator / Turner / Fitter / Pattern Maker / Draughtsman / Welder / Electrician / Electronics or equivalent trades, along with 10years of experience (including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) or Equivalent / Industrial Experience from PSU / Railways/ CSIR labs / reputed Private Industries.</p>
7	Educational and other qualifications for recruitment through promotion	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	50% by Direct recruitment; 50% by Promotion
10	Method of recruitment	Through skill test and interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> 8 Years of Experience at NIFFT in Pay Level 2. Selection will be done through assessment by DPC.</p> <p><u>Deputation / Transfer</u> No deputation or transfer allowed.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Technical Assistant Grade II

1	Name of the post	Technical Assistant Grade II
2	Number of posts	07
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 5
5	Age limit for direct recruits	Not exceeding 35 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification and experience will be one of the following, depending on the requirements of the Dept. to which he/she will be employed</u></p> <p>First Class Diploma in Engineering from an AICTE approved Institute, in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering, OR Equivalent with 10 years of experience in a relevant field.</p> <p>OR</p> <p>First Class B.Sc. degree from a UGC recognized University / Institute, in Physics/ Chemistry / Electronics / Mathematics or Equivalent with 10 years of relevant work experience from a recognized University /Institute /Research Lab.</p> <p>OR</p> <p>Advance Diploma Course (ADC) in Foundry / Forge Technology from NIFFT with 8 years of experience in the relevant field.</p> <p>OR</p> <p>ITI course from a Govt. recognized Institute, in the following trades: Foundry-men / Forger /Heat Treater / Machinist / CNC operator / Turner / Fitter / Pattern Maker / Draughtsman / Welder / Electrician / Electronics or equivalent trades, along with 12 years of experience (including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) or Equivalent / Industrial Experience from PSU / Railways/ CSIR labs / reputed Private Industries.</p>
7	Educational and other qualifications for recruitment through promotion	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	50% by Direct recruitment; 50% by Promotion
10	Method of recruitment	Through skill test and interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> 8 Years of Experience at NIFFT in Pay Level 4. Selection will be done through assessment by DPC.</p> <p><u>Deputation / Transfer</u> No deputation or transfer allowed.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Technical Assistant

1	Name of the post	Technical Assistant
2	Number of posts	04
3	Classification	Group B
4	Level of pay, as per 7 th CPC	Pay Level 6
5	Age limit for direct recruits	Not exceeding 35 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification and experience will be one of the following, depending on the requirements of the Dept. to which he/she will be employed</u></p> <p>Bachelor's Degree in Engineering / Technology in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering or equivalent from AICTE recognized University / Institute, with Minimum 60% marks or 6.5 CGPA and 10 Years of relevant experience.</p> <p>OR</p> <p>M. Sc. degree from UGC Recognized University / Institute, in Physics / Chemistry / Electronics with Minimum 60% marks or 6.5 CGPA and 10 Years of relevant experience.</p> <p>OR</p> <p>B. Sc. degree from UGC Recognized University / Institute, in Physics / Chemistry / Electronics with Minimum 60% marks or 6.5 CGPA and 15 Years of relevant experience.</p> <p>OR</p> <p>Diploma in Engineering from an AICTE approved Institute, in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering or equivalent with 60% marks or 6.5 CGPA and Minimum 15 Years of relevant experience.</p> <p>OR</p> <p>Advance Diploma Course (ADC) in Foundry / Forge Technology from NIFFT with 6.5 CGPA and 13 Years of relevant experience.</p>
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	50% by Direct recruitment 50% by Promotion from Technical Assistant (Grade II) with pay level 5
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> 05 Years of relevant experience in Pay Level 5. Selection will be done through assessment by DPC.</p> <p><u>Deputation / Transfer</u> Not allowed.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Senior Technical Assistant

1	Name of the post	Senior Technical Assistant
2	Number of posts	04
3	Classification	Group B
4	Level of pay, as per 7 th CPC	Pay Level 7
5	Age limit for direct recruits	Not exceeding 40 years
6	Educational and other qualifications for direct recruits	N.A.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	100% by Promotion
10	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<u>Promotion</u> Technical Assistant with 05 Years of relevant experience in Pay Level 6. Selection will be done through assessment by DPC. <u>Deputation / Transfer</u> Not allowed.
11	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Hindi Officer

1	Name of the post	Hindi Officer
2	Number of posts	01
3	Classification	Group B
4	Level of pay, as per 7 th CPC	Pay Level 7
5	Age limit for direct recruits	Not exceeding 30 years
6	Educational and other qualifications for direct recruits	<u>Essential</u> i) Master's degree in Hindi from a recognized University or equivalent with Hindi & English as a subject at the degree level. ii) two years experience of terminological work in Hindi and /or translation work from English to Hindi or vice-versa, preferable of a technical or scientific literature. <u>Desirable</u> i) one year post Graduate diploma in translation ii) Knowledge of Sanskrit and /or a modern Indian language iii) Experience of organization Hindi classes or workshops for noting and drafting.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	N.A.
8	Probation period, if any	2 Years for direct recruits
9	Type of recruitment	Direct recruitment
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	N.A.
12	Detailed of composition of DPC, if any	N.A.

Recruitment rules for the post of Technical Officer

1	Name of the post	Technical Officer
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 10, After five years of services Technical Officer an incumbent will be assessed by DPC for moving to pay level 11 with the same designation.
5	Age limit for direct recruits	Not exceeding 50years
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience will be one of the following, depending on the requirements of the Dept. to which he/she will be employed</u> ME/MTech with Bachelor's Degree in Engineering / Technology in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering or equivalent from AICTE recognized University / Institute, and 10 Years of relevant experience or at least 5 years of experience in the post at level 8.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Not Applicable
8	Probation period, if any	2 Years
9	Type of recruitment	75 % by Direct recruitment 25% by Promotion
10	Method of recruitment	Through interview/Test
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<u>Promotion</u> Promotion from the post of Senior Technical Assistant with pay level 7 of with 8 years of regular service.
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of PS to Director

1	Name of the post	PS to Director
2	Number of posts	1
3	Classification	Group B
4	Level of pay, as per 7 th CPC	Pay Level 8
5	Age limit for direct recruits	Not exceeding 42 years
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience:</u> a) Bachelor's Degree from a UGC recognized University / Institute in any discipline with minimum 55% marks or equivalent; b) Minimum speed of 100 WPM in Stenography; c) 12 years of regular service in universities / technical institutions, of which 6 years must be at Pay Level 7; OR comparable experience in research organizations and/or other higher educational institutions; d) Excellent communication skills in English and Hindi e) Knowledge of Computer applications viz. Word processing, Spread sheet, etc.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	Direct recruitment, failing which by deputation / transfer / contract basis.
10	Method of recruitment	Through skill test and interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<u>Promotion</u> No promotion as matching regular positions are not available at the Institute at lower levels. <u>Deputation / Transfer</u> Employees under the State/Central or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Technical Institutions or Organizations under State/Central Govt., holding analogous post or with at least 6years of relevant regular service at Pay Level 7.
12	Detailed of composition of DPC, if any	Not applicable.

Recruitment rules for the post of Section officer Gr-II (Accounts)

1	Name of the post	Section officer Gr-II (Accounts)
2	Number of posts	2
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 6
5	Age limit for direct recruits	Not exceeding 40 years
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience:</u> a) Bachelor's Degree with minimum of 55% marks or equivalent from a UGC recognized University / Institute in Commerce / Accountancy / Finance, along with 3 years of regular service in universities / research organizations or other higher educational institutions at Pay Level 4/5; OR First Class Master's Degree in Commerce / MBA (Finance) from a recognized University / Institute. b) Knowledge of Computer applications, viz. Word processing, Spread sheet, Computer-based accounting software, etc.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Not applicable
8	Probation period, if any	2 Years
9	Type of recruitment	Direct recruitment/Deputation
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	For deputation candidate at level 5 with minimum 3years of service. In case, no suitable candidate is there then person with 3year & more service at level 4 may also be considered.
12	Detailed of composition of DPC, if any	As per the composition given at Sl. No. 8 of preamble.

Recruitment rules for the post of Section officer Gr-I

1	Name of the post	Section officer Gr-I
2	Number of posts	04
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 7
5	Age limit for direct recruits	Not exceeding 40 years
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience:</u> a) Bachelor's Degree minimum of 55% marks or equivalent from a UGC recognized University / Institute in any discipline; b) 5 years of relevant regular service in universities / research organizations or other higher educational institutions at Pay Level 6 and above. <u>Desirable:</u> a) Knowledge of Computer applications, viz. Word processing, Spread sheet, etc.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	50% by Direct recruitment 50% by Promotion
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<u>Promotion</u> Employees serving as Pay Level 6 for a period of 5 years or more. Selection will be done through assessment by DPC. <u>Deputation / Transfer</u> Not allowed.
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Assistant (Selection Grade II)

1	Name of the post	Assistant (Selection Grade II)
2	Number of posts	04
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 5
5	Age limit for direct recruits	Not exceeding 35 years
6	Educational and other qualifications for direct recruits	<p><u>Essential qualification and experience:</u></p> <p>c) Bachelor's Degree with minimum of 55% marks or equivalent from a UGC recognized University / Institute in any discipline;</p> <p>d) 5 years of relevant regular service in universities / research organizations or other higher educational institutions at Pay Level 4 and above.</p> <p><u>Desirable:</u></p> <p>b) Knowledge of Computer applications, viz. Word processing, Spread sheet, etc.</p>
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	25% by Direct recruitment 75% by Promotion
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><u>Promotion</u> Employees serving as Senior Assistant in Pay Level 4 for a period of 5 years or more. Selection will be done through assessment by DPC.</p> <p><u>Deputation / Transfer</u> Not allowed.</p>
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Senior Assistant

1	Name of the post	Senior Assistant
2	Number of posts	10
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 4
5	Age limit for direct recruits	Not exceeding 33 years
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience:</u> e) Bachelor's Degree with minimum of 55% marks or equivalent from a UGC recognized University / Institute in any discipline; f) 5 years of relevant regular service in universities / research organizations or other higher educational institutions at Pay Level 2 and above. <u>Desirable:</u> c) Knowledge of Computer applications, viz. Word processing, Spread sheet, etc.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	50% by Direct recruitment 50% by Promotion
10	Method of recruitment	Through interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<u>Promotion</u> Employees serving as Junior Assistant in Pay Level 2 for a period of 5 years or more. Selection will be done through assessment by DPC. <u>Deputation / Transfer</u> Not allowed.
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of Junior Assistant

1	Name of the post	Junior Assistant
2	Number of posts	9
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 3
5	Age limit for direct recruits	Not exceeding 27 years
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience:</u> a) Pass in intermediate or (10+2) from a government recognized Board / University / Institute; b) Typing speed of 30 WPM in Hindi/ 35 words WPM in English or better. <u>Desirable:</u> a) Knowledge of Computer applications, viz. Word processing, Spread sheet, etc.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Qualification will be same as direct recruits (Item 6 above). However, there will be no age restriction.
8	Probation period, if any	2 Years
9	Type of recruitment	75% by Direct recruitment 25% by Promotion
10	Method of recruitment	Through skill test and interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<u>Promotion</u> Regular employees in Pay Level 1 with a minimum of 6 years of relevant experience. Selection will be done through assessment by DPC. <u>Deputation / Transfer</u> Not allowed.
12	Detailed of composition of DPC, if any	As per the composition given in preamble.

Recruitment rules for the post of MTS

1	Name of the post	MTS
2	Number of posts	21
3	Classification	Group C
4	Level of pay, as per 7 th CPC	Pay Level 1
5	Age limit for direct recruits	Not exceeding 30 years
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience:</u> Pass in Matric or (Class 10) from a government recognized Board / University / Institute or its equivalent examination. <u>Desirable:</u> a) ITI course Foundry-men / Forger / Heat Treater / Machinist / CNC operator / Turner / Fitter / Pattern Maker / Draughtsman / Welder / Electrician / Electronics or equivalent trades, from a Government recognized Institute.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Not applicable
8	Probation period, if any	2 Years
9	Type of recruitment	Direct recruitment
10	Method of recruitment	Through trade test and interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	Not applicable
12	Detailed of composition of DPC, if any	Not applicable

Recruitment rules for the post of Assistant Librarian/College Librarian

1	Name of the post	Assistant Librarian/College Librarian
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7 th CPC	Pay Level 10
5	Age limit for direct recruits	Not exceeding 35 years. After 5 years of services Assistant librarian at pay level 10, the incumbent will be assessed by DPC to move to pay level II with the same designation.
6	Educational and other qualifications for direct recruits	<u>Essential qualification and experience:</u> 1. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. 2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.
7	Educational and other qualifications for recruitment through promotion / deputation / transfer / contract basis	Not applicable
8	Probation period, if any	2 Years
9	Type of recruitment	75% Direct recruitment, failing which on deputation (including short term contract)
10	Method of recruitment	Through Test/ interview
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSU, holding analogous post. Possessing educational qualification and experience in col. 6.
12	Detailed of composition of DPC, if any	Not applicable