

E-mail/By Speed Post

No.53-6/2020-CU.V
Government of India
Ministry of Education
Department of Higher Education
Room No. 515-B, Shastri Bhawan

New Delhi, Dated : 18.09.2020

To
The Registrar,
Hemwati Nandan Bahuguna Garhwal University,
Srinagar Garhwal,
Uttarakhand – 246174.

Subject: Hemwati Nandan Bahuguna Garhwal University – Approval for “Cadre Recruitment Rules for the non-Teaching and other Academic Posts, 2019 – reg.

Sir,

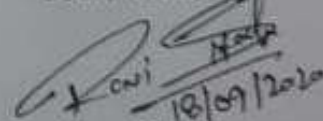
I am directed to refer to University's letter No. HNBGU/RO/2020/08 dated 13.3.2020 on the subject and to say the Hon'ble President of India, in his capacity as the Visitor of the Hemwati Nandan Bahuguna Garhwal University, has been pleased to give his assent to the proposal for making the “Cadre Recruitment Rules for the non-Teaching and other Academic Posts, 2019”, framed/drafted by the Hemwati Nandan Bahuguna Garhwal University, in consultation with the University Grants Commission, as a part of the Ordinance.

2. A proforma set by the Legislative Department, Ministry of Law for issuing notification in the Gazette of India is enclosed for reference.

3. It is requested that amendment may be notified in the Gazette of India as per the enclosed proforma and 90 copies of the same may be submitted to the Ministry for laying the same before both Houses of the Parliament.

Encl: As above.

Yours faithfully



(Ravi Shanker)

Under Secretary (CU-VII/F&B)



HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL
(Established under the Central Universities Act, 2009)

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY CADRE RECRUITMENT RULES
NON-TEACHING (INCLUDING LIBRARY AND PHYSICAL EDUCATION) POSTS, 2019

PREAMBLE

The Executive Council of the “**Hemvati Nandan Bahuguna Garhwal University**” in exercise of the powers conferred under Section 26 (d) and Statutes 12 (2) and 23 (2) of Second Schedule to the “**Central Universities Act, 2009**” and in supersession of the “Recruitment Rules and Regulations for appointment to the Non – Teaching Posts” under Ordinance No. 21. hereby framed the following rules for regulating the method of recruitment to the Non-Teaching (including Library and Physical Education) posts in the University.

1. Short Title and Commencement:

- (i) These Rules shall be called “**Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019**”.
- (ii) These Rules shall come into force with effect from the date of issue of notification by the University.

2. Definitions:

In these Rules, unless the context otherwise requires:

- (a) ‘Act’ means the “**Central Universities Act, 2009**” as amended from time to time.
- (b) ‘Appointing Authority’ in relation to any post in the University means the authority competent to make appointment to that post under the Act / Statute / Ordinances / CRR’s / Regulations of the University as amended from time to time.
- (c) ‘Cadre’ means the strength of service or a part of service sanctioned as a separate unit.
- (d) ‘Departmental Candidate’ means the employee working on regular basis in the **Hemvati Nandan Bahuguna Garhwal University** against a substantive post in the University but does not include an employee working on ad-hoc, daily wages, contract, or temporary basis.
- (e) ‘Direct Recruitment’ means the recruitment made other than by promotion, deputation or absorption.
- (f) ‘Government’ means the Government of India.
- (g) ‘Non-Teaching Employee’ means an employee of the University including Non-Vacation of Academic Staff other than teachers of the University and such other employees as defined otherwise.
- (h) ‘Regular Service’ means service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wages/temporary/ad-hoc basis.
- (i) ‘Schedule’ means the Schedule appended to these Rules.
- (j) ‘Selection Committee’ means a composition of members of Selection Committee including Departmental Promotion Committee and Departmental Confirmation Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, guidelines or the Cadre Recruitment Rules of the University.
- (k) ‘Statutes’, ‘Ordinances’ and ‘Regulations’ shall mean, respectively, the ‘Statute’, ‘Ordinance’ and ‘Regulations’ of the University under “**Central Universities Act, 2009**”, for the time being in force and as amended from time to time.
- (l) ‘University’ means “**Hemvati Nandan Bahuguna Garhwal University**” established under “**Central Universities Act, 2009**”.
- (m) ‘Age’ means the age limit as specified in the Schedules.
- (n) ‘Notified date’ means the date specified in the Notification.

Cadre Recruitment Rules 2019, HNB GARHWAL UNIVERSITY

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Approved
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14.12.2019

- (o) 'UGC' means the University Grants Commission established under the UGC Act, 1956.
- (p) 'SC' means Scheduled Caste, 'ST' means Scheduled Tribe, 'OBC' means Other Backward Class, 'PwD' means Persons with disability, 'EWS' means Economically weaker section of the society.
- (q) 'On Probation' with relation to person means a person appointed to any post on probation as specified in these rules.
- (r) 'Substantive appointment' means appointment made under the provisions of these Recruitment rules after due selection process which includes appointment made on probation followed by confirmation on successful completion of the period of probation.
- (s) 'Service or Experience' wherever prescribed under these rules means a condition for promotion/appointment from one post to another shall include the period for which the person has continuously worked on such lower post after regular appointment in accordance with these Rules.
- (t) 'Competent Authority' means the authority competent to exercise different powers and functions under these Rules.
- (u) All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the "Central Universities Act, 2009", Statutes, Ordinances and Regulations made thereunder, or in the rules framed by the Government of India.

3. Extent of Application:

- (a) These Rules shall apply to appointments on permanent/tenure basis by the University as the case may be.
- (b) The manner of appointment, conditions of service and admissible emoluments etc. of the non-teaching employees who were appointed under the pre-amended Recruitment Rules, shall be deemed to have been covered under these Rules.
- (c) Instructions issued by the Govt of India/UGC regarding the appointment, conditions of service and admissible emoluments etc. of the non-teaching employees from time to time shall be incorporated in these Rules after due approval of the Executive Council.

4. The classification of posts shall be as under :

- (a) Level 10 and above : (Equivalent to Group A posts)
- (b) Level 6 to 9 : (Equivalent to Group B posts)
- (c) Level 1 to 5 : (Equivalent to Group C posts)

5. Schedule :

The number of posts, their classification, scale of pay, details of qualification, experience, method of recruitment, age limit etc., for various posts and any other information relevant to these posts are specified in these rules.

6. Appointing Authority :

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	(a) Permanent appointment to all Level 10 and above posts
B.	Vice-Chancellor	(i) Permanent appointment to all Level 6 to 9 posts subject to ratification by the Executive Council. (ii) Temporary appointment to all Level 10 & above/ Level 6 to 9 posts
C.	Registrar	(i) Permanent appointment to all Level 1 to 5 posts. (ii) Temporary appointment to all Level 1 to 5 posts.

7. Method of Recruitment :

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- (a) Direct Recruitment
- (b) Promotion including Limited Departmental Competitive Examination (LDCE)
- (c) Deputation with or without the provision for absorption
- (d) Tenure appointments, as per the University Regulations/guidelines/MHRD instructions

Note: Notwithstanding the above, the Vice - Chancellor may engage retired employees/ make temporary appointments for a short period(not more than one year) against any existing vacancy depending upon the exigency of the situation after assessment of the suitability and observance of due procedures to be decided by the Executive Council.

8. Authorised sanctioned strength of posts under various cadres:

- (i) The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in these rules.
- (ii) After notification of these rules, the authorized sanctioned strength of posts under various cadres shall be such as may be determined by the University Grants Commission from time-to-time, and notified accordingly, after due approval of the Executive Council of the University.

9. Future Maintenance of the Cadre/Posts:

- (i) All the appointments made through the methods of recruitment, mentioned under rule 7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add/delete such other posts and/or Cadre as approved with the prior approval of UGC after notification of these rules.
- (ii) The seniority of the employees borne in each cadre/posts specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or Registrar.

10. Initial constitution:

- (1) The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.
- (2) The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension/new pension/CPF etc. schemes as the case may be in the service.

11. Procedures for issue of advertisement and inviting applications:

I. Issue of Advertisement:

The vacant posts of permanent nature, posts approved under specific schemes, the posts of temporary nature likely to continue, tenure/deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies, one insertion in the *Employment News* and the University website. The candidates may obtain the prescribed application forms along with the details of qualifications, experience and other requirements from the University, or download from the University website and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch.
- (b) Applications for engagement of retired employees and/or for short-term contractual engagement may be invited through any other mode, such as the circular, notification on the web-site and Notice Boards of the University and also by giving at least one insertion in the Newspaper.
- (c) In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

II. Time Limit for Recruitment Process

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the time limit for the recruitment process by a maximum period of six months.

III. Application Form

- (a) Applications for all the posts shall be entertained only in the prescribed format (Online or direct or both), along with the prescribed fee.
- (b) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.
- (c) **Receipt of applications after the closing date:** The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement to the press. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation. Incomplete applications, and the applications received after the due date, shall not be entertained. The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date. In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, along with the prescribed fee and self-certified enclosures, etc., shall be summarily rejected.
- (d) The hard copy of the application be sent to "The Registrar, **Hemvati Nandan Bahuguna Garhwal University**" in a closed cover super-scribing "Application for the post of".
- (e) **Holding of Written/Skill Tests:** While filling up the Non-Teaching posts under direct recruitment, the University shall hold the written and Skill tests for posts from Level 1 to 9. The written tests may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical / Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University. The University may

conduct written tests at two stages (i) A qualifying test (Paper I) consisting of the objective-type questions carrying 100 marks, and (ii) the Descriptive-type test (Paper II) carrying 100 marks. The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test, wherever applicable. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only subject to qualifying the skill test.

Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements (such as posts under Technical / Laboratory services, Engineering, Information and Communication Technology, Library services etc.).

- (f) The marks allocated for the interview wherever applicable shall be 50 and the credit shall be added to the credit scored in Paper-II for the preparation of the merit list.
- (g) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (h) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per Govt. of India guidelines
- (i) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

12. Composition and Functioning of the Selection Committee

- (a) The Composition of Selection Committee shall be as prescribed in the Statutes/Ordinances/UGC Regulations/ Guidelines/Schedule of CRRs.
- (b) The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.
- (c) If two or more candidates are recommended, the recommendations shall be made in order of merit.
- (d) No recommendation shall be made with a condition attached to it.

13. Qualifications and Experience

The qualifications (essential and desirable), and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

14. Age Limit

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

15. Reservation/Relaxation/Concession to Posts

- (a) The University shall strictly follow the norms of the Government of India in respect of reservation/ relaxation/ concessions to various categories in recruitment/ promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
- (b) The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of

PwD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.

- (c) A candidate belonging to SC/ST/OBC/EWS who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- (d) When a relaxed standard is applied in selecting an SC/ST/OBC candidates, for example in the age limit, experience, qualification, permitted number of chances in the written examinations, extended zone of consideration larger than what is provided for general category candidates etc, the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies.

Note: Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

*Payment of TA:*The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC,ST&PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC,ST&PwD candidates who are already in Central/ State Government Service/ or holding any other employment under PSUs / Local Governments/Panchayats.

16. **Constitution and Role of the Screening Committee:**

The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/ rules/ guidelines, etc., relating to the selection before the Screening Committee. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:15 and the minimum ratios shall not be less than 1:3. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection. In case of posts in which there is a provision for holding a common written test, all the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15. The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note: The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening

Committee/Selection Committee for the appointment of temporary posts as per MHRD letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.

17. Constitution of Selection Committees / Departmental Promotion Committees/ Departmental Confirmation Committees*

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees* are specified in the Schedule-II. The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned, (in the absence of the Head of the Unit) in the Selection Committee / Departmental Promotion Committee at the time of selection / promotion to any post in the University. Any other member / members can also be included in the Selection Committee / Departmental Promotion Committee as per the GoI/UGC guidelines.

(* Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/ Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/ promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the interview.

18. Quorum for the Selection Committee/Departmental Promotion Committee/Departmental Confirmation Committee:

The Quorum for the Committee prescribed under the UGC Regulations/Notifications/Instructions shall be applicable *mutatis mutandis* as amended from time to time.

For other posts, two-thirds of the members present shall form the quorum for the meeting of a Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or two outside experts out of three Experts and one representative from the reserved category as per requirement.

19. Direct Recruitment by Open Selection:

- (a) Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and compatibility of the post.
- (b) Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.
- (c) The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- (d) In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- (e) The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations and as amended from time to time (such as Deputy Librarian, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the visitor for final orders as prescribed under Statute 18(5).
- (f) The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

20. Seniority

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt. of India / UGC.

21. Appointment and Joining Time

- (a) The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
- (b) An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.
- (c) If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

Under exceptional circumstances, the Executive Council may extend the period of the joining beyond six months. However, in such cases, the seniority of the appointee shall be depressed to the date of joining.

22. General Terms and Conditions of Recruitment

- (a) Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover" from the employer failing which he shall not be allowed to appear at the test / interview as the case may be.
- (b) The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years or as prescribed in CRR for required service in the grade and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- (c) It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council shall be final.
- (d) Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

- (e) The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- (g) The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
- (h) Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- (i) In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts carrying Grade Pay of Rs. 4600/- or less. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
- (j) The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital / or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/ Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital / or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
- (k) The terms and conditions of appointment shall be communicated to the selected candidates in the form of 'Offer of Appointment'. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- (l) The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee shall have to perform without fail to avoid any disciplinary action.

The selected candidate shall be governed by the 'Pension Scheme'/Contributory Scheme, as applicable as per rules of the Government of India as in force and as amended from time to time.

- (m) The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
- (n) The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc., for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc., and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification / Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- (o) At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned, and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- (p) The candidate shall bring all original certificates relating to his age, qualifications, experience, etc., at the time of tests/interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

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- (q) (i) The details of the vacancies shall be mentioned in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee/s of that particular year which shall be filled through the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
- (ii) The University may draw a panel in form of a waiting list to fill up a post, if a candidate on higher merit regrets to join within a period of one year. However, if a candidate joins the post and subsequently resigns or relinquishes the office due to whatever reasons, the post shall be re-advertised and under such circumstances the panel shall stand invalid.
- (iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.

23. Promotion:

- a) The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.
- b) Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade 5)" carrying Grade Pay up to Rs. 6600, consistently for the preceding five years or as prescribed in CRR for the post shall be taken into consideration by the DPC. In case of Group 'A' post carrying Grade Pay of Rs. 7600/- or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "average performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks and hold interviews, where-ever applicable as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.
- 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 for the preceding five years or as prescribed in the CRR for the post as specified above at clause (b).
- d) In case there is any adverse entry in the APAR, or for 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 does not increase the score after review of performance as per procedures, 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.
- e) The eligibility criteria, Vigilance Clearance Reports, and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs / STs, etc. shall be provided to the DPC for consideration as per Govt. rules.
- f) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs / STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.



The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Grade Pay of Rs. 6600 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts upto the Grade Pay of Rs. 7600 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. 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 shall 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 shall 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'.

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) 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 on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.
- (d) 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 findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary / criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion shall 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 the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

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

24. Functions of the DPC

- (a) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.
- (b) While considering the promotional cases, the Departmental Promotion Committee shall consider the following:
- (i) Provisions of the Rules / Act / Statutes / Ordinances /University Regulations/ UGC Regulations/guidelines and GOI Rules as applicable from time to time.
 - (ii) Eligibility criteria and relaxations / concessions applicable to the SC / ST / PwD categories.
 - (iii) Work and Conduct Reports
 - (iv) The Annual Performance Appraisal Reports (APARs) for the prescribed period as per CRR along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/ Ordinances/Govt. of India rules.
 - (v) Vigilance Clearance Report
 - (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India / UGC.
 - (vii) Performance in the interview /skill test / written test, if conducted by the University as per rules.
 - (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note:*In case APAR(s) for any particular period has not been written/ endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-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 immediately 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.*

25. Mode of Promotion

- (a) In addition to the conditions for promotion for the posts, as specified at Para (d) below, the University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test 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 be mandatory.
- (b) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his 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. The employees shall be considered for promotion based on the recommendations of the DPC / Selection Committee duly approved by the Competent Authority of the University.

- (c) All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.
- (d) Qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for all Stenographers and Personal Assistants of the University who shall be considered for promotion as Personal Assistant/ Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

26. Ad-hoc Promotions

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 17 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

27. Panel

The panel drawn for promotion/direct recruitment shall normally be valid for a period of one year from the date of the meeting of the DPC/ date of approval of the recommendations, respectively.

28. Modified Assured Career Progression Scheme (MACP)/Career Advancement Scheme (CAS)

The financial up-gradation under the Career Advancement Schemes such as MACP/DACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act / Statutes / Ordinances, Rules of the University and orders / guidelines of UGC / Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the GoI / UGC from time to time, whichever is later.
- (b) In case of up-gradation of pay scale, up to the level of Joint 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 / Minorities etc. wherever required as per the guidelines of the UGC / GoI.
- (c) Any dispute in implementation of the afore-mentioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

29. Deputation with or without the provision for Absorption:

In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for a maximum period of ten years, or any other period as prescribed by the UGC / Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority. Ordinarily, no person

working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

30. Probation

- (a) In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice or by depositing one month's salary in lieu of notice.
- (b) In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group / pay band.

Note:

- (i) If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be warned of the consequences of unsatisfactory performance during the period of probation. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of a probationer or 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 his application that he would submit his technical resignation from the post in the event of his selection in any other organization. The applications for outside employment received from the SC/ST/PwD candidates shall be leniently viewed.
- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee.

- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure, or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

31. Application of Govt. of India Rules/UGC Regulations

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Scales contained in the Schedules for various posts shall be revised as per the GoI/UGC regulations/guidelines as amended from time to time.

32. Power to Relax

- (a) Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste / Schedule Tribes / OBC / PWD or any other reserved category for reserved posts as per the UGC / Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee. The upper age limit as prescribed for the direct recruits shall not be insisted upon in case of departmental candidates, provided they have rendered atleast three years regular service in the University. The upper age limit shall also be relaxed to the extent of service rendered by them in respect of the persons who are already working on contract/daily-wages/ad-hoc basis in the University, provided they have put in more than one year of service irrespective of intermittent breaks. Further, the upper age limit shall also not be insisted upon for applicants seeking appointment on compassionate grounds.

- (b) The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./ Central Universities / UGC maintained deemed to be Universities / other Central/State autonomous bodies / organisations / Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

- (c) The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

33. Disqualification:

The following categories of persons shall not be eligible to apply for any position in the University:

- a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- b) Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- c) Who has entered into or contracted a marriage with a person having a living spouse;
Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- d) Who is not a citizen of India; and
- e) Any other category of person disqualified for appointment by the Govt. of India/ UGC from time to time.

34. Vigilance Clearance

- (a) Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary / criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.
- (b) Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the 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 Vice - Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/ her services shall be liable to termination, with immediate effect after adhering to the procedures.

35. Removal of Difficulties

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Human Resource Development/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

36. Interpretation

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to the Executive Council for clarification/decision.

37. Amendment of Rules

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules as per provisions made under relevant ordinances of the University/Govt. of India norms/UGC guidelines or Regulations.

38. Residuary Matters

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the Act/Statutes/Ordinances of the University/UGC Regulations/guidelines, the provisions of the Act/Statutes/Ordinances/UGC Regulations/guidelines shall prevail and such provision in these Rules shall stand superseded as approved by the Executive Council.

39. **Liability of officers to serve in India or/and abroad**
Employees appointed shall be liable to serve anywhere in India or abroad within the jurisdiction of the University.
40. **Territorial Jurisdiction**
In case of any dispute, the territorial jurisdiction for adjudication shall be the State of Uttarakhand.
41. **Repeal**
All existing rules and orders in relation to the matters covered under these rules shall stand repealed 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.



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SCHEDULE-I

INDEX
ADMINISTRATIVE / MINISTERIAL SERVICES
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC		Pay Level as per 7 th CPC	Page No.
			Pay Band (Rs.)	Grade Pay (Rs.)		
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1.	Registrar	A	37400-67000	10000	Level 14	4
2.	Finance Officer	A	37400-67000	10000	Level 14	5
3.	Controller of Examinations	A	37400-67000	10000	Level 14	6
II.	ADMINISTRATIVE SERVICES					
4.	Internal Audit Officer (On Deputation)	A	15600 – 39100	7600	Level 12	7
5.	Deputy Registrar	A	15600-39100 37400-67000 (After 05 yrs.)	7600 8700 (After 05 yrs.)	Level 12 Level 13	8
6.	Assistant Registrar	A	15600-39100	5400	Level 10	9
7.	Section officer	B	9300 – 34800	4600	Level 7	10
8.	Assistant	B	9300 – 34800	4200	Level 6	11
9.	Upper Division Clerk (UDC)	C	5200 – 20200	2400	Level 4	12
10.	Lower Division Clerk (LDC)	C	5200 – 20200	1900	Level 2	13
11.	MTS	C	5200 – 20200	1800	Level 1	14

SECRETARIAL SERVICES
PAY STRUCTURE

S. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Matrix as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
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TECHNICAL / LABORATORY SERVICES
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Scientific Officer	A	15600 – 39100	5400	Level 10	18
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3.	Instructor	B	9300-34800	4200	Level 6	20
4.	Technical Assistant	C	5200 – 20200	2800	Level 5	21
5.	Laboratory Assistant	C	5200 – 20200	2400	Level 4	22
6.	Laboratory Attendant	C	5200 – 20200	1800	Level 1	23

LIBRARY SERVICES
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay/ Academic Grade Pay		
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2.	Deputy Librarian	A	37400-67000	9000 AGP	Academic Level 13A	25
3.	Assistant Librarian	A	15600-39100	6000 AGP	Academic Level 10	26
4.	Professional Assistant	B	9300 – 34800	4200	Level 6	27
5.	Semi Professional Assistant	C	5200 – 20200	2800	Level 5	28
6.	Library Assistant	C	5200 – 20200	2000	Level 3	29
7.	Library Attendant	C	5200 – 20200	1800	Level 1	30

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ENGINEERING SERVICES
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Executive Engineer (Civil)	A	15600-39100	6600	Level 11	31
2.	Estate Officer (Civil)	B	9300 – 34800	4600	Level 7	32
3.	Assistant Engineer (Civil)/(Electrical)	B	9300 – 34800	4600	Level 7	33
4.	Junior Engineer (Civil)/(Electrical)	B	9300 – 34800	4200	Level 6	34
5.	Patwari-cum-Amin	C	5200-20200	2800	Level 5	35
6.	Electrician	C	5200 – 20200	2400	Level 4	36
7.	Plumber	C	5200 – 20200	1900	Level 2	37
8.	Pump Operator	C	5200-20200	1800	Level 1	38

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Senior System Analyst	A	15600 – 39100	7600	Level 12	39
2.	Programmer	A	15600 – 39100	5400	Level 10	40
3.	Senior Technical Assistant (ICT)	B	9300 – 34800	4200	Level 6	41
4.	Technical Assistant (ICT)	C	5200-20200	2800	Level 5	42

HEALTH AND MEDICAL CADRE
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Medical Officer	A	15600 – 39100	5400	Level 10	43
2.	Pharmacist	C	5200 – 20200	2800	Level 5	44

TRANSPORT SERVICES
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC		Pay Level as per 7 th CPC	Page No.
			Pay Band (Rs.)	Grade Pay (Rs.)		
1.	Driver	C	5200-20200	1900	Level 1	45

MUSEUM AND ARCHIVES SERVICES (HISTORY & ARCHAEOLOGY DEPARTMENT)
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Museum Curator	A	15600 – 39100	5400	Level 10	46
2.	Assistant Archivist	B	9300 – 34800	4200	Level 6	47
3.	Technical Assistant (Museum)	C	5200 – 20200	2800	Level 5	48
4.	Laboratory Assistant (Gallery/Museum)	C	5200 – 20200	2400	Level 4	49
5.	Laboratory Attendant (Museum)	C	5200 – 20200	1800	Level 1	50

SECURITY SERVICES
PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Security Officer	B	9300 – 34800	4600	Level 7	51
2.	Security Inspector	C	5200 – 20200	2800	Level 5	52
3.	Security Assistant	C	5200 – 20200	2000	Level 3	53
4.	MTS (Security)	C	5200 – 20200	1800	Level 1	54



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**HORTICULTURE/ GARDEN SERVICES
PAY STRUCTURE**

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Museum Curator-cum-Garden Superintendent	A	15600-39100	5400	Level 10	55
2.	Horticulturist (For Campus Development)	B	9300 – 34800	4600	Level 7	56

**SPORT SERVICES
PAY STRUCTURE**

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay/ Academic Grade Pay		
1.	Director of Physical Education	A	37400-67000	10000 AGP	Academic Level 14	57
2.	Assistant Director of Physical Education	A	15600 – 39100	6000 AGP	Academic Level 10	58
3.	Sports Coach	B	9300 – 34800	4600	Level 7	59
4.	Sports Assistant	C	5200-20200	2400	Level 4	60
5.	Sports Attendant	C	5200-20200	1800	Level 1	61

**HINDI CELL
PAY STRUCTURE**

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Hindi Officer	A	15600 – 39100	5400	Level 10	62
2.	Hindi Translator	B	9300 – 34800	4200	Level 6	63
3.	Hindi Typist	C	5200-20200	1900	Level 2	64

MUSIC SERVICES

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Accompanist (Tabla) (Tabla Sangat Karta)	B	5200-20200	2400	Level 4	65

PRESS/ PUBLICATION SERVICES

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)		Pay Level as per 7 th CPC	Page No.
			Pay Band	Grade Pay		
1.	Public Relation Officer	A	15600 – 39100	5400	Level 10	66
2.	Assistant Information & Public Relation Officer	B	9300-34800	4200	Level 6	67

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(Established under the Central Universities Act, 2009)

**RECRUITMENT RULES FOR THE POST OF
REGISTRAR**

1.	Name of Post	Registrar
2.	Number of Post(s)	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level I4
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	Essential: i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in a research establishment and/ or other institutions of higher education, OR 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	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.	Direct/Deputation for a term of five years or till attaining the age of 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11.	In case of recruitment by deputation, grades from which deputation to be made	as indicated at Col. 7
12.	Composition of Selection Committee for Direct Recruitment	i. Vice Chancellor – Chairperson ii. A nominee of the Visitor iii. Two members of the Executive Council nominated by it. iv. One person not in the service of the University nominated by the Executive Council. v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor. From above (ii), (iii) & (iv), at least three of them attend the meeting.

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**RECRUITMENT RULES FOR THE POST OF
FINANCE OFFICER**

1.	Name of Post	Finance Officer
2.	Number of Post(s)	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 14
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, <p style="text-align: center;">OR</p> Comparable experience in a research establishment and/ or other institutions of higher education, <p style="text-align: center;">OR</p> 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	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.	Direct/Deputation for a term of five years or till attaining the age of 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar Organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. <p style="text-align: center;">OR</p> With three years regular service in Level 13 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. <p style="text-align: center;">OR</p> With eight years regular service in Level 12 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.
12.	Composition of Selection Committee for direct recruitment	i. Vice Chancellor – Chairperson ii. A nominee of the Visitor iii. Two members of the Executive Council nominated by it. iv. One person not in the service of the University nominated by the Executive Council. v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor. From above (ii), (iii) & (iv), at least three of them attend the meeting.



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**RECRUITMENT RULES FOR THE POST OF
CONTROLLER OF EXAMINATIONS**

1.	Name of Post	Controller of Examinations
2.	Number of Post(s)	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 14
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, OR Comparable experience in a research establishment and/ or other institutions of higher education, OR 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	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.	Direct/Deputation For a term of five years or till attaining the age of 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	as indicated at Col. 7
12.	Composition of DPC or Selection Committee	i. Vice Chancellor – Chairperson ii. A nominee of the Visitor iii. Two members of the Executive Council nominated by it. iv. One person not in the service of the University nominated by the Executive Council. v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s). and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor. From above (ii), (iii) & (iv), at least three of them attend the meeting.

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**RECRUITMENT RULES FOR THE POST OF
INTERNAL AUDIT OFFICER**

1.	Name of Post	Internal Audit Officer (On Deputation)
2.	Number of Post	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 12
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar Organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. <p style="text-align: center;">OR</p> Three years regular service in Level 11 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. <p style="text-align: center;">OR</p> Five years regular service in Level 10 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
DEPUTY REGISTRAR**

1.	Name of Post	Deputy Registrar
2.	Number of Post(s)	Six (06)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 12 Level 13 (after 5 years of service)*
5.	Whether selection or non-selection post	Not Applicable for Direct Recruitment Selection in case of promotion
6.	Age Limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, <p style="text-align: center;">OR</p> Comparable experience in research establishment and/ or other institutions of higher education, <p style="text-align: center;">OR</p> Five years' of administrative experience as Assistant Registrar or in an equivalent post. Desirable : Relevant Experience in the areas of Establishment/ Examinations/ Finance.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/ Institute.
9.	Period of probation, if any	One Year
10.	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.	75% by direct recruitment/deputation 25% by promotion on seniority cum fitness failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Assistant Registrar with five years' regular service in Level 11 Deputation: Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU : a) i) holding analogous post or ii) with three years regular service in Level 11 or iii) with eight years regular service in Level 10 b) Experience in administration, establishment and accounts matters. c) Possessing educational qualification as prescribed in Col.7
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

*To be re-designated as Joint Registrar with the stipulation that the post will revert as Deputy Registrar when it falls vacant (Refer letter No 6-7/97(JCRC) Vol. (IV) dated 04-10-2014).



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**RECRUITMENT RULES FOR THE POST OF
ASSISTANT REGISTRAR**

1.	Name of Post	Assistant Registrar
2.	Number of Post(s)	Ten (10)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection in case of promotion Selection in case of LDCE
6.	Age Limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/ Institute.
9.	Period of probation, if any	Two Years
10.	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 25% by promotion on seniority cum fitness failing which by deputation. 25% by LDCE, failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Section Officer/ Private Secretary with five years regular service in Level 7 on the basis of seniority cum fitness. The promotion will be based on the ratio 3:1 from among Section officers and Private Secretaries Limited Departmental Competitive Examination (LDCE): Section Officer/ Private Secretary with three years regular service in Level 7. 25% by LDCE (based on written test and skill test) failing which by deputation. Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service in Level 7/Level 8 in the Central/ State Government, Universities and other autonomous organizations and Possessing educational qualification as prescribed in Col.7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
SECTION OFFICER**

1.	Name of Post	Section Officer
2.	Number of Post(s)	Twenty Four (24)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 7
5.	Whether selection or non-selection post	Non-Selection in case of promotion Selection in case of LDCE
6.	Age Limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Bachelor's degree from a recognized University/ Institute ii. At least three years' experience as Assistant or equivalent posts in Level 6 or Eight years' experience as UDC or equivalent post in Level 4 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions iii. Working knowledge of computer applications, noting and drafting.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9.	Period of probation, if any	Two Years
10.	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.	75% by Promotion according to seniority-cum-fitness failing which by direct recruitment/deputation 25% by Limited Departmental Competitive Examination (based on written test and skill test) failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Assistants with five years regular service in Level 6. For LDCE: Assistant with three years regular service in Level 6. Deputation: Employees from Central / State Govt., /University system or other similar organization; i) Holding analogous posts on regular basis. OR With three years regular service in Level 6. And ii). Possessing Bachelor's degree from a recognized University/ Institute iii). Working knowledge of computer applications, noting and drafting.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
ASSISTANT**

1.	Name of Post	Assistant
2.	Number of Post(s)	Fifty (50)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection in case of promotion
6.	Age Limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Bachelor's degree from a recognized University/ Institute ii. At least three years experience as UDC or equivalent in Level 4 or eight years as LDC or equivalent in the Level 2 of any Central/State Govt./ University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position. iii. Working knowledge of computer applications, noting and drafting.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two years
10.	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.	75% by Promotion on seniority cum fitness failing which by deputation/direct recruitment. 25% by Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: UDC with five years regular service in Level 4 Deputation: Employees from Central / State Govt., /University system or other similar organization; i) Holding analogous posts on regular basis. OR With three years regular service in Level 4. And ii). Possessing Bachelor's degree from a recognized University/ Institute iii). Working knowledge of computer applications, noting and drafting.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
UPPER DIVISION CLERK**

1.	Name of Post	Upper Division Clerk
2.	Number of Post(s)	Twenty Six (26)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 4
5.	Whether selection or non-selection post	Non-Selection in case of promotion
6.	Age Limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	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 Promotion according to seniority cum fitness, failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Lower Division Clerk/Hindi Typist with five years regular service in Level 2 failing which by direct recruitment.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
LOWER DIVISION CLERK**

1.	Name of Post	Lower Division Clerk
2.	Number of Post(s)	One Hundred Forty One (141)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 2
5.	Whether selection or non-selection post	Not Applicable for Direct Recruitment Non- Selection in case of promotion Selection for Col. 10 (ii)
6.	Age Limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential : (i) 12th class or equivalent qualification from a recognized board or university. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9.	Period of probation, if any	Two years
10.	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.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. iii) Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts with the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	As indicated at Col. 10.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II



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**RECRUITMENT RULES FOR THE POST OF
MULTI TASKING STAFF**

1.	Name of Post	Multi-Tasking Staff
2.	Number of Post(s)	*223
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 1
5.	Whether selection or non-selection post	Not applicable
6.	Age Limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: Matriculation or equivalent pass OR #ITI Pass
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of probation, if any	Two years
10.	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.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

*21 vacant post abolished after rationalization and rest 202 are recommended to be phased out through outsourcing after retaining minimum post as per prescribed teaching/non-teaching ratio as 1:1.1

#May be adopted as per special recruitment of the posts, if any



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**RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY**

1.	Name of Post	Private Secretary
2.	Number of Post	Five (05)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 7
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English/Hindi & good communication skill.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by promotion through seniority-cum-fitness, failing which by direct recruitment/deputation. 25% by direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Personal Assistant having 05 years regular service in Level 6 through seniority-cum-fitness and subject to qualifying the Stenography test at a speed as specified in the Recruitment Rules. Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as PA/Senior Stenographer in the Level 6 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT**

1.	Name of Post	Personal Assistant
2.	Number of Post	Four (04)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential : 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. Desirable: Proficiency in English/Hindi and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription : 40 minutes English/55 minutes Hindi
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by promotion through seniority-cum-fitness, failing which by direct recruitment/deputation. 25% by direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Stenographer having 05 years regular service in Level 4 through seniority-cum-fitness and subject to qualifying the Stenography test at a speed as specified in the Recruitment Rules. Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Stenographer in the Level 4 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
STENOGRAPHER**

1.	Name of Post	Stenographer
2.	Number of Post	Six (06)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 4
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential : 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. Desirable: Proficiency in English/Hindi and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription : 40 minutes English/55 minutes Hindi
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
SCIENTIFIC OFFICER**

1.	Name of Post	Scientific Officer
2.	Number of Post	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential: Master's degree in Physics/ Chemistry/ Botany/ Zoology/ Biotechnology/ Microbiology/ Biochemistry/ with at least 55% of marks from a recognized University/Institute. AND Two years' relevant experience in laboratory of a University/ University level institution/ R&D organization/ Institutions Desirable: Ph.D. degree in relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL**

(Established under the Central Universities Act, 2009)

**RECRUITMENT RULES FOR THE POST OF
SENIOR TECHNICAL ASSISTANT**

1.	Name of Post	Senior Technical Assistant
2.	Number of Post	Senior Technical Assistant (Auto CAD) -01 Senior Technical Assistant (HAPPRC) -01
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: STA Auto CAD: B.Tech. with Diploma in Auto CAD OR Master's degree in Physics/ Maths/Computer, with diploma in Auto CAD. STA (HAPPRC): Master's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science/ Agriculture Science from a recognized University.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
INSTRUCTOR**

1.	Name of Post	INSTRUCTOR
2.	Number of Post	Two (02) 01-Mass Communication, 01-Tourism
3.	Classification	Group B
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	35
7.	Educational and other qualifications required for direct recruits	Essential: For Tourism: Master Degree in Tourism or equivalent with at least 55% marks or its equivalent grade. For Mass Communication: Master Degree in Journalism & Mass Communication or equivalent with at least 55% marks or its equivalent grade.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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(Established under the Central Universities Act, 2009)

**RECRUITMENT RULES FOR THE POST OF
TECHNICAL ASSISTANT**

1.	Name of Post	Technical Assistant
2.	Number of Post	Ten (10)
3.	Classification	Level 1 to 5 (Group C)
4.	Pay Band & Grade Pay	Level 5
5.	Whether selection or non-selection post	Not applicable in case of direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential: Bachelor's degree in relevant subject with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by promotion subject to seniority-cum fitness failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Laboratory Assistant with five years' experience in the concerned laboratory in Level 4 Pay Matrix.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
LABORATORY ASSISTANT**

1.	Name of Post	Laboratory Assistant
2.	Number of Post	Sixty (60)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 4
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-selection in case of promotion, selection in case LDCE
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: Bachelor's degree in relevant subject with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by promotion from the cadre of Laboratory Attendant with five years experience in the concerned laboratory on seniority cum fitness failing which by direct recruitment. 25% by Limited Departmental Competitive Examination (based on written test and skill test) from amongst the employees with three years experience in the concerned laboratory, failing which by direct recruitment. 25% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Laboratory Attendant with five years of regular service in the concerned laboratory in Level 1 Pay Matrix.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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RECRUITMENT RULES FOR THE POST OF
LABORATORY ATTENDANT

1.	Name of Post	Laboratory Attendant
2.	Number of Post	Thirty Five (35)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 1
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: 10+2 or its equivalent examination with Science from a recognized Board. Or 10 th or its equivalent examination with Science from a recognized Board. And One year relevant experience in Laboratories of Academic/ Research institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF
LIBRARIAN

1.	Name of Post	Librarian
2.	Number of Post	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Academic Level 14
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 55 years
7.	Educational and other qualifications required for direct recruits	Essential: i) Master Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative Library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	One year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 as amended from time to time.

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**RECRUITMENT RULES FOR THE POST OF
DEPUTY LIBRARIAN**

1.	Name of Post	Deputy Librarian
2.	Number of Post	Two (02)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Academic Level 13A
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 50 years
7.	Educational and other qualifications required for direct recruits	Essential:- i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. ii. Eight years experience as an Assistant University Librarian/ College Librarian. iii. Evidence of innovative library services including integration of ICT in library. iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 as amended from time to time

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**RECRUITMENT RULES FOR THE POST OF
ASSISTANT LIBRARIAN**

1.	Name of Post	Assistant Librarian
2.	Number of Post	Two (02)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Academic Level 10
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential: i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) (i) A consistently good academic record with knowledge of computerization of library. (ii) Qualifying in 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 : <i>Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-</i> a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. Note : (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. (ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 as amended from time to time.

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**RECRUITMENT RULES FOR THE POST OF
PROFESSIONAL ASSISTANT**

1.	Name of Post	Professional Assistant
2.	Number of Post	Nine (09)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-selection in case of promotion
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential : 1. Master's Degree in Library & Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. OR Bachelor's Degree in Library / Library and Information Science from any recognized Institute/ University with three years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications. Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment. 50% by promotion
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Semi Professional Assistant with five years regular service in the Level 5 according to seniority cum fitness.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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(Established under the Central Universities Act, 2009)

**RECRUITMENT RULES FOR THE POST OF
SEMI PROFESSIONAL ASSISTANT**

1.	Name of Post	Semi Professional Assistant
2.	Number of Post	Three (03)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 5
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-selection in case of promotion
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential : 1. Master's Degree in Library Science and Information Science from any recognised University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions. Desirable: PG Diploma in Library Automation and Networking or PGDCA.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment 50% by promotion
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Library Assistant with eight years regular service in Level 3 in accordance with seniority cum fitness
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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RECRUITMENT RULES FOR THE POST OF
LIBRARY ASSISTANT

1.	Name of Post	Library Assistant
2.	Number of Post	Five (05)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 3
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment based on written test/skill test. 50% by promotion on seniority cum fitness, failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate/Diploma in Library Science with five years regular service in Level 1 and qualifying departmental test.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
LIBRARY ATTENDANT**

1.	Name of Post	Library Attendant
2.	Number of Post	Sixteen (16)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 1
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. Desirable: i) Two years of experience in a University/ College/ Educational Institution Library. ii) Basic knowledge of computer applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
EXECUTIVE ENGINEER**

1.	Name of Post	Executive Engineer (Civil)
2.	Number of Post	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 11
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	Essential: i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent. ii) Eight years of experience (out of which five years as Assistant Engineer) in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of Rs.200/- Crores. Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/Structural Engineering or equivalent fields. Desirable: i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by promotion based on seniority-cum-fitness, failing which by direct recruitment. 50% by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	For promotion 1. Assistant Engineer with a degree in Civil Engineering/Electrical engineering. 2. Five years' service as Assistant Engineer (Civil/Electrical) having degree in Civil Engineering.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
ESTATE OFFICER (Civil)**

1.	Name of Post	Estate Officer
2.	Number of Post	One (01)
3.	Classification	Group B
4.	Scale of Pay	Level 7
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	(i) A Degree in Civil Engineering recognized by University /Institution. and (ii) At least 5 years post qualification experience in a government body/ Commercial establishment of repute as a Junior Engineer or in a similar capacity
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
ASSISTANT ENGINEER**

1.	Name of Post	Assistant Engineer
2.	Number of Post	Three (03) (Civil-2, Electrical-1)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 7
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-selection in case of promotion
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential: i) First Class Bachelor's Degree in relevant field (Civil/Electrical) from a recognised Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of Rs.200/- Crores. Desirable: Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority) 50% by direct recruitment failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: five years regular service as Junior Engineer possessing a degree in Engineering in the relevant field on seniority cum fitness OR seven years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field on seniority cum fitness Deputation: Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:- holding analogous post; OR with three years regular service as Junior Engineer possessing a degree in Engineering in the relevant field; OR With five years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
JUNIOR ENGINEER (CIVIL/ ELECTRICAL)**

1.	Name of Post	Junior Engineer (Civil/ Electrical)
2.	Number of Post	Six (06)-Civil 04, Electrical 02
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: Bachelor's Degree of Engineering in relevant field from a recognised Institute/ University with one year relevant experience OR Diploma in Engineering in the relevant field and <u>three years</u> experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of Rs.200/- Crores. Desirable: Working knowledge of AUTOCAD, other relevant <u>software</u> .
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
PATWARI-CUM-AMIN**

1.	Name of Post	PATWARI CUM AMIN
2.	Number of Post	One (01)
3.	Classification	Group C
4.	Scale of Pay	Level 5
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential: 10+2 having qualified Lekhpal/Patwari Training Exam. from any State/Central Govt. experience of revenue/ land record/ Patwari in a Tehsil or Revenue Office for 3 years.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of probation, if any	Two Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
ELECTRICIAN**

1.	Name of Post	Electrician
2.	Number of Post	Seven (07)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 4
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	(i) Matriculate or equivalent pass from a recognized Board (ii) Certificate in electrician trade from a recognized Industrial Training Institute or equivalent or National Trade Certificate or National Apprenticeship Certificate in Electrician Trade (issued by NCVT) (iii) Three years' experience as Electrician in Industry / Educational Institutions /reputed organization
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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(Established under the Central Universities Act, 2009)

**RECRUITMENT RULES FOR THE POST OF
PLUMBER**

1.	Name of Post	Plumber
2.	Number of Post	Nine (09)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 2
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	ITI certificate or equivalent qualification in the trade with 2 years relevant experience; subject to qualifying the trade test.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
PUMP OPERATOR**

1.	Name of Post	PUMP OPERATOR
2.	Number of Post	Two (02)
3.	Classification	Group C
4.	Scale of Pay	Level I
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL 1. Matriculate with ITI Certificate/Diploma in Trade. 2. 2 years experience in the relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018

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**RECRUITMENT RULES FOR THE POST OF
SENIOR SYSTEM ANALYST**

1.	Name of Post	Senior System Analyst
2.	Number of Post	Two (02)*
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 12
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	Essential: M.E./M.Tech. (Computer Science/ Information Technology) or equivalent. OR B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience. OR Master in Computer Applications (MCA) or equivalent with two years of relevant experience. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years of relevant experience Desirable: Relevant experience in software development/automation/networking. Note: All qualifying degrees with at least 60% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Officers from the Central Govt./ State Govt./ University System or other similar organisations: i. holding analogous posts and having experience in software development/ automation/ networking. OR with three years' service in posts in level 10 or above and having experience in software development/ automation/ networking. AND ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

*The posts of Senior System Analyst were rationalized by the UGC from the post of System Manager and Coordinator (DPC), hence shall be filled only after occurrence of clear vacancy.



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**RECRUITMENT RULES FOR THE POST OF
PROGRAMMER**

1.	Name of Post	Programmer
2.	Number of Post	Two (02)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential: M.E./M.Tech. (Computer Science/ Information Technology) or equivalent. OR B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience. OR Master in Computer Applications (MCA) or equivalent with two years of relevant experience. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years of relevant experience Desirable: Relevant experience in programming/ software development/ automation/ networking. Note: All qualifying degrees with at least 60% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by promotion on seniority cum fitness failing which by direct recruitment/deputation. 50% by direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: From amongst STA (ICT) with eight years of regular service. Deputation: Officers from the Central Govt./ State Govt./ University System or other similar organisations: i. holding analogous posts having experience in programming/ software development/ automation/ networking; OR with five years' service in posts in level 6 or above and having experience in programming/ software development/ automation/ networking. AND ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
SENIOR TECHNICAL ASSISTANT (ICT)**

1.	Name of Post	Senior Technical Assistant (ICT)
2.	Number of Post	Six (06)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. B.E./ B. Tech. (Computer Science/ Information Technology) from a recognized university/institute. OR Master in Computer Applications (MCA) or equivalent from a recognized university/institute. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute ii. Three years of relevant experience in software development/ maintenance. Note: All qualifying degrees with at least 55% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Diploma in Computer Application.
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by promotion on seniority cum fitness failing which by deputation/ direct recruitment. 50% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Technical Assistant (ICT) with five years regular service in Level 5. Deputation: Employees from the Central Govt./ State Govt./ University System or other similar organisations: i) holding analogous posts having experience in software development/ maintenance. OR with three years' service in posts in level 5 or above and having experience in software development/ maintenance. AND ii). Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
TECHNICAL ASSISTANT (ICT)**

1.	Name of Post	Technical Assistant (ICT)
2.	Number of Post	Two (02)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 5
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non- selection for promotion
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential: i. B.E./ B. Tech. (Computer Science/ Information Technology) from a recognized university/institute. OR Master in Computer Applications (MCA) or equivalent from a recognized university/institute. OR M.Sc. (Computer Science) or equivalent from a recognized University/ Institute iii. At least one year of relevant experience in software development/ maintenance. Note: All qualifying degrees with at least 55% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by Promotion on seniority cum fitness failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: five years regular service as Data Entry Operator in the level 4.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
MEDICAL OFFICER**

1.	Name of Post	Medical Officer
2.	Number of Post	Three (03)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential: i. MBBS recognized by M.C.I. ii. Registered with Medical Council of India/State Medical Council. iii. Two years of working experience in a Govt/Corporate / Govt. recognized Hospital Note: For the post of female Medical Officer at least one year working experience of Obstetrics and Gynecology ward in any Govt./corporate/Govt. recognized hospital. Desirable: Post Graduate Medical Qualification recognized by the MCI.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
PHARMACIST**

1.	Name of Post	Pharmacist
2.	Number of Post	One (01)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 5*
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	(i) 10+2 with science subjects; (ii) Two years Diploma in Pharmacy; and (iii) Registration with State Pharmacy Council.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

*On completion of 2 years service in the entry grade, Pharmacist is eligible for non-functional upgradation to the next higher grade having grade pay of Rs.4200 in the pay band PB-2 (revised to Level 6 Pay Matrix) as per UGC communication vide letter No.F.7-2/2010 (JCRC) dated 21st December, 2010. Placement from Pharmacist (Entry Grade) to the next higher grade of Pharmacist (Non-Functional Grade) having grade pay of Rs.4200 will be delinked from vacancies and will become non-functional and time bound.

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**RECRUITMENT RULES FOR THE POST OF
DRIVER**

1.	Name of Post	Driver
2.	Number of Post	Nine (09)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 2
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-Selection for promotion
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential : (i) 10 th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3 years.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age – No Educational Qualification - Yes
9.	Period of probation, if any	Two Years for direct recruitment
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% Direct Recruitment 50% by promotion amongst MTS and fulfilling the requirements as prescribed in Clause 7 above with 03 years' experience failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
MUSEUM CURATOR**

1.	Name of Post	Museum Curator
2.	Number of Post	One (1)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	(i) Masters' degree with 55% marks in Museology/History of Art from a recognized University or equivalent; Or Masters' degree with 55% marks in Ancient Indian History/ Sanskrit/ Pali/Prakrit/Persian/ Arabic/ Archaeology/ Anthropology/ Fine Arts or equivalent or other allied subjects from a recognized University with diploma/certificate in Museology of a recognized Institution; (ii) 3 years' experience in a Museum of National or Regional importance under the control of Central/State Govt. or Union Territory including one year practical experience in collection, conservation/preservation and exhibition of art objects. Desirable : (i) Research experience in a Museum of published research work; (ii) Practical training and experience in the relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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RECRUITMENT RULES FOR THE POST OF
Assistant Archivist

1.	Name of Post	Assistant Archivist
2.	Number of Post	01(one)
3.	Classification	Group B
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not applicable in case of direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	Master Degree in History with diploma in Archaeology / Museology.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by promotion on seniority cum fitness, failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Five years regular service as TA (Museum)
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
TECHNICAL ASSISTANT (MUSEUM)**

1.	Name of Post	Technical Assistant (MUSEUM)
2.	Number of Post	One (01)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 5
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Graduate in History with diploma in Archaeology / Museology.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by promotion on seniority cum fitness, failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Five years regular service as Laboratory Assistant (Gallery/Museum)
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
LABORATORY ASSISTANT (GALLERY/MUSEUM)**

1.	Name of Post	Laboratory Assistant (GALLERY/MUSEUM)
2.	Number of Post	One (01)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 4
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Graduate in History with diploma in Archaeology / Museology.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Educational qualification : Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by promotion on seniority cum fitness, failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Five years regular service as Laboratory Attendant (Museum)
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
LABORATORY ATTENDANT (MUSEUM)**

1.	Name of Post	Laboratory Attendant (MUSEUM)
2.	Number of Post	One (01)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 1
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	12 th with History as a subject from a recognized board with minimum 55% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
SECURITY OFFICER**

1.	Name of Post	Security Officer
2.	Number of Post	One (01)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 7
5.	Whether selection or non-selection post	Not Applicable in case of direct recruitment Non-Selection in case of promotion
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential : Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores. OR Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. AND Holding a valid Driving License (LMV/ Motor cycle). Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications. Ability to speak English and Hindi
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by promotion based on seniority cum fitness, failing which by direct recruitment/deputation. 50% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: From amongst Security Inspector with eight years regular service. Deputation: Officers from the Central/ State Government, recognized Universities and other Autonomous organizations:- a) holding analogous posts on regular basis; OR b) with three years' regular service in the Level 6
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
SECURITY INSPECTOR**

1.	Name of Post	Security Inspector
2.	Number of Post	One (01)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 5
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential : Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores. OR Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination. AND Holding a valid Driving License (LMV / Motor cycle). Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
SECURITY ASSISTANT**

1.	Name of Post	Security Assistant
2.	Number of Post	Three (03) (one for each Campus)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 3
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential: Matriculation with good physique. Candidate should be able to handle the security arrangements and ability to control lower staff and supervise their work. Preference may be given for those who have experience in security related duties/ armed forces/ sports activities.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
MTS (SECURITY)**

1.	Name of Post	MTS (Security)
2.	Number of Post	Six (06)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 1
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	10 th Pass with one year experience in security related duties.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL**

(Established under the Central Universities Act, 2009)

**RECRUITMENT RULES FOR THE POST OF
MUSEUM CURATOR-cum-GARDEN SUPERINTENDENT**

1.	Name of Post	Museum Curator-cum-Garden Superintendent
2.	Number of Post	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	M.Sc. in Agriculture with specialization in Horticulture/ M.Sc. in Horticulture with Floriculture as a subject with 5 years' experience in Oriental Gardening/ Floriculture/ Land Scape Gardening in a University/Govt./Semi Govt. Organization. OR M.Sc. (Botany) with specialization in Horticulture with 5 years' experience in Oriental Gardening/ Floriculture/ Land Scape Gardening in a University/Govt./Semi Govt. Organization. OR B.Sc. (Ag.) with elective in Horticulture with 8 years' experience in a University/Govt. / Semi Govt. organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
HORTICULTURIST (For Campus Development)**

1.	Name of Post	Horticulturist (for campus development)
2.	Number of Post	One (01)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 7
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	M.Sc. in Agriculture with specialization in Horticulture/ M.Sc. in Horticulture with Floriculture as a subject with 3 years' experience in Oriental Gardening/ Floriculture/ Land Landscape Gardening in a University/Govt./Semi Govt. Organization. OR M.Sc.(Botany) with specialization in Horticulture with 3 years' experience in Oriental Gardening/ Floriculture/ Land Landscape Gardening in a University/Govt./Semi Govt. Organization. OR B.Sc. (Ag.) with elective in Horticulture with 5 years' experience in a University/Govt. / Semi Govt. organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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RECRUITMENT RULES FOR THE POST OF
DIRECTOR OF PHYSICAL EDUCATION

1.	Name of Post	Director of Physical Education
2.	Number of Post(s)	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Academic Level 14
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	Essential: i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. ii) Experience of at least 10 years in Physical Education and Sports as University Assistant/ Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/ Associate Professor. iii) Evidence of organizing competition and coaching camps of at least two weeks duration. iv) Evidence of having produce good performance of teams/athletes for competitions like state/national/inter-university/combined university etc.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	One year
9.	Period of probation, if any	Not Applicable
10.	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.	Direct Recruitment
11.	In case of recruitment by deputation, grades from which deputation to be made	Not Applicable
12.	Composition of Selection Committee for Direct Recruitment	As per the UGC Regulations, 2018 as amended from time to time.

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RECRUITMENT RULES FOR THE POST OF
ASSISTANT DIRECTOR OF PHYSICAL EDUCATION

1.	Name of Post	Assistant Director of Physical Education
2.	Number of Post(s)	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Academic Level 10
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	40
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed.</p> <p>ii) Record of having represented the university/ college at the inter-university/ inter-collegiate competitions or the State and/ or national championships..</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. degree in Physical Education or Physical Education and Sports or Sports Sciences. 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:</p> <p><i>Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professors or equivalent positions in Universities/ Colleges/ Institutions, subject to the fulfillment of the following conditions :-</i></p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode;</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D. work.</p> <p>Note: The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>v) Passed the physical fitness test conducted in accordance with these Regulations.</p> <p style="text-align: center;">OR</p> <p>B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	One year
10.	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.	Direct Recruitment
11.	In case of recruitment by deputation, grades from which deputation to be made	Not Applicable
12.	Composition of Selection Committee for Direct Recruitment	As per the UGC Regulations, 2018 as amended from time to time.

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**RECRUITMENT RULES FOR THE POST OF
SPORTS COACH**

1.	Name of Post	Sports Coach
2.	Number of Post	One (01)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 7
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Masters degree in Physical Education. A Diploma in Coaching from NIS or an equivalent qualification from a recognized University/ Institution. Desirable: Competence in Coaching in at least any two games at National/ International standing in sports. Two Years Coaching experience in the pay roll of any organization/ Institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

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**RECRUITMENT RULES FOR THE POST OF
SPORTS ASSISTANT**

1.	Name of Post	Sports Assistant
2.	Number of Post	Three (03)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 4
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Bachelor's Degree with one year experience in the relevant field. Or Diploma in Physical Education with two years experience in the relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

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**RECRUITMENT RULES FOR THE POST OF
SPORTS ATTENDANT**

1.	Name of Post	Sports Attendant
2.	Number of Post	Three (03)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 1
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: Matriculation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
HINDI OFFICER**

1.	Name of Post	Hindi Officer
2.	Number of Post	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential : Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes OR Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions. Desirable: Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognised board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Officers from the Central Govt./ State Govt./ University System or other similar organisations: i. holding analogous posts; OR with five years' service in posts in the PB-2 Grade Pay Rs. 4800/ 4600/4200 or equivalent; ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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RECRUITMENT RULES FOR THE POST OF
HINDI TRANSLATOR

1.	Name of Post	Hindi Translator
2.	Number of Post	One (01)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential : Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes OR Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions. Desirable: Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognised board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years (In case of direct recruitment)
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Officers from the Central Govt./ State Govt./ University System or other similar organisations: i. holding analogous posts; OR with three years' service in posts in the scale of Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800/ 2400 or equivalent; AND ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II



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**RECRUITMENT RULES FOR THE POST OF
HINDI TYPIST**

1	Name of Post	Hindi Typist
2	Number of Post(s)	One (01)
3	Classification	Level 1 to 5 (Group C)
4	Scale of Pay	Level 2
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	(i) 10+2 or equivalent qualification from a recognized Board. (ii) Hindi Typing @ 30 w.p.m. (30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) (iii) Working knowledge of Computer Desirable: Graduate from a recognized university
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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**RECRUITMENT RULES FOR THE POST OF
ACCOMPANIST (TABLA)/ TABLA SANGATKARTA**

1.	Name of Post	Accompanist (Tabla)/Tabla Sangatkarta
2.	Number of Post	One (01)
3.	Classification	Level 1 to 5 (Group C)
4.	Scale of Pay	Level 4
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential : (i) Proficiency in the art of Tabla/ Pakhawaj playing with particular reference to the accompanist aspects for Vocal (both classical and semi classical) as well as Instrumental music. (ii) Degree in Tabla/Pakhawaj (iii) Undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 3 years. OR Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years Desirable : (i) Knowledge of other percussion instruments like Dholak, Naal etc. (ii) Knowledge of Hindustani Music, both Vocal and Instrumental. (iii) At least two years of work experience in a University/ College/recognized institution/A.I.R./ Doordarshan (iv) A.I.R. grade will be given preference.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019– Schedule-II

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RECRUITMENT RULES FOR THE POST OF
PUBLIC RELATION OFFICER

1.	Name of Post	Public Relation Officer
2.	Number of Post(s)	One (01)
3.	Classification	Level 10 and above (Group A)
4.	Scale of Pay	Level 10
5.	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection in case of promotion
6.	Age Limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Masters' Degree in Journalism and Mass Communication from recognized University / Institute with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed OR Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognized University / Institute ii. At least Five years' experience in the editorial department/ Centre of any established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. Desirable: Good working knowledge of computer applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two years
10.	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 promotion on seniority cum fitness failing which by direct recruitment. 50% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion From amongst AIPRO with eight years regular service.
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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RECRUITMENT RULES FOR THE POST OF
ASSISTANT INFORMATION & PUBLIC RELATION OFFICER

1.	Name of Post	Assistant Information & Public Relation Officer (AIPRO)
2.	Number of Post(s)	One (01)
3.	Classification	Level 6 to 9 (Group B)
4.	Scale of Pay	Level 6
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Masters' Degree in Journalism and Mass Communication from recognized University / Institute with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed OR Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognized University / Institute ii. At least Three years' experience in the editorial department/ Centre of any established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. Desirable: Good working knowledge of computer applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two years
10.	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.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	Hemvati Nandan Bahuguna Garhwal University Cadre Recruitment Rules Non-Teaching (including Library and Physical Education) Posts 2019- Schedule-II

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

I. Direct Recruitment

Following shall be the constitution of the Selection Committees:

(a) For **Level 10 and above** posts (other than statutory posts and those covered under UGC Regulations) :

1.	Vice-Chancellor/Pro-Vice Chancellor* (*in the absence of Vice Chancellor)	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the EC.	:	Member
3.	One member of the EC nominated by it.	:	Member
4.	A representative of SC/ST/OBC/Minority/ Women/PwD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member

(b) For **Level 6 to 9** posts :

1.	Pro-Vice Chancellor* (*in the absence of Pro-Vice Chancellor, Registrar or nominee of the Vice Chancellor - not below the rank of Professor)	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the EC.	:	Member
3.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) For **Level 1 to 5** posts :

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the EC.	:	Member
3.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member

II. Departmental promotion committee/Departmental Confirmation Committee:

Following shall be the constitution of the Departmental promotion committee/Departmental Confirmation Committees:

(a) For Level 10 and above posts :

1.	Vice-Chancellor OR nominee equivalent to the rank of Senior Professor.	:	Chairperson
2.	One expert nominated by the Vice Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/ Women/PwD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar	:	Member Secretary

(b) For Level 6 to 9 posts :

1.	Pro-Vice Chancellor or Registrar (in the absence of Pro-Vice Chancellor/ Registrar a Professor to be nominated by the Vice Chancellor)	:	Chairperson
2.	One expert nominated by the Vice Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar	:	Member Secretary

(c) For Level 1 to 5 posts :

1.	Registrar	:	Chairperson
2.	One expert nominated by the Vice Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Joint Registrar/Deputy Registrar	:	Member Secretary

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Approved
14-12-2019