



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

अधिसूचना संख्या: SVSU/AB/2023/128

दिनांक: 27-10-2023

अधिसूचना

सभी विभागाध्यक्षों/शाखा प्रमुखों को सूचित किया जाता है कि 28वीं कार्यकारी परिषद की बैठक में विश्वविद्यालय के सुचारु संचालन हेतु गैर शैक्षणिक संवर्ग के भर्ती तथा प्रोन्नति नियमों को पारित किया गया है।

इन नियमों की प्रति साथ में संलग्न है।

अकादमिक शाखा के प्रमुख
Academic Branch
SVSU

उपरोक्त आदेश की एक प्रतिलिपि निम्नलिखित को अग्रेसर की जाती है।

1. निजी सहायक (कुलसचिव), एस.वी.एस.यू।
2. विशेष कर्तव्य अधिकारी (कुलपति), एस.वी.एस.यू।
3. आई.टी विभाग, एस.वी.एस.यू। (विश्वविद्यालय की वेबसाइट पर अपलोड करने हेतु)

SHRI VISHWAKARMA SKILL UNIVERSITY
(Established by the State Legislature Act 25 of 2016)

HARYANA (INDIA)

‘Recruitment Rules’
Non-Teaching/ Technical Employees

INDEX

Sr. No.	Description Page(S)	Pages
1	Short title and application of rules	1
2	Appointing authority	1
3	Method of recruitment	1
4	Establishment Committee	2
5	Constitution of departmental recruitment / promotion committee	2
6	Reservation of posts	2-3
7	Appointment and joining time	3
8	General trance and conditions of recruitment	3-4
9	General rules for direct recruitment	4-5
10	General rules of promotion	5-7
11	Deputation	7
12	Seniority of direct recruits	7-8
13	Seniority of promotes	8
14	Inter-se-seniority of direct recruits and promotes	8
15	Inter-se-seniority of clerk/clerk-cum DEO /store keeper	8
16	Inter-se-seniority of Peon/Mali/ Cook/Sweeper(s)	8
17	Seniority of persons absorbed in service on being deputation	9
18	Relaxation	9
19	Annexure-1 (Details of sanctioned post)	10-12
20	Annexure-II (Eligibility criteria for direct recruitment and promotion against sanctioned post)	13-47

Recruitment Rules for Non-Teaching/ Technical Posts of Shri Vishwakarma Skill University

1. Short Title and Application of Rules

- 1.1 These rules may be called the 'Recruitment Rules' for SVSU Non-Teaching/ Technical Employees, hereinafter called as '**Rules**'.
- 1.2 These Rules shall apply to all appointments of non-teaching posts on regular/ tenure/ deputation /promotion basis by the University as the case may be.
- 1.3 Provision for Existing employees.

Every person holding a post under the University on the commencement of these Rules shall, on such commencement, be deemed to have been appointed under the provisions of these Rules and shall be entitled to such pay and allowances as drawn by him/her immediately before such commencement.
- 1.4 The details of existing non-teaching/ technical posts are available at **Annexure-I**.
- 1.5 The detailed eligibility criteria, qualifications, experience etc. regarding recruitment to the posts created in the university in concurrence with State Govt. are given in **Annexure-II**

2. APPOINTING AUTHORITY

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

Authority	Posts
Executive Council	Appointments to Group A and Group B posts (non-teaching) shall be made by the Executive Council, on the recommendation of the Establishment Committee
Vice-Chancellor	Appointments on Group C and D employees shall be made by the Vice Chancellor on the recommendation of the Departmental Recruitment/ Promotion Committee

3. METHOD OF RECRUITMENT:

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

- Direct Recruitment
- Promotion
- Deputation

4. ESTABLISHMENT COMMITTEE:

- 4.1 The Composition of Establishment Committee shall be as prescribed in the Statute of the University for Group A & B Non-Academic posts;
- 4.2 All the recommendations shall be made by the Establishment Committee in order of merit;
- 4.3 The recommendations of the Establishment Committee shall be submitted to the Appointing Authority for consideration and approval.

5. CONSTITUTION OF DEPARTMENTAL RECRUITMENT/ PROMOTION COMMITTEE:

- 5.1 The Departmental Recruitment/ Promotion Committees shall be constituted as follows for Group C & D Non-Academic posts:

1.	Registrar or nominee of the Vice-Chancellor	Chairperson
2	One expert, not in service of the University, nominated by the Vice-Chancellor	Member
3	Head of the concerned Branch/Office/Department	Member
4	A representative of SC/ST/OBC/Minority/Women/PwD, (if case of any of these categories candidate is to be considered) to be nominated by the Vice-Chancellor, if any of above members of the Committee doesn't belong to said category.	Member
5	Branch Head (Establishment)	Member-Secretary

Provided that the Vice-Chancellor, at his/her discretion, may include any other senior member of the Branch/office concerned (in the absence of the Head) at the time of promotion to any post in the University

- 5.2 A person shall be disqualified for sitting as member of Departmental Recruitment/ Promotion Committee, if he/she is related to any candidate or there is any conflict of interest in case of his/her association with the process.
- 5.3 The Quorum for the Departmental Recruitment/ Promotion Committee shall be two third of the members.

6. RESERVATION OF POSTS:

- 6.1 The University shall strictly follow the reservation Policy of the State Govt. of Haryana. A reservation roster will be maintained and updated as per the instructions of the State Govt. issued from time to time. The University will follow the State Govt. guidelines in respect of reservation/ relaxation/ concessions to various categories in recruitment/ promotions etc., with respect to age, qualifying marks, experience/ fees, etc. as amended from time to time.

- 6.2 A candidate belonging to any reserved category who has been selected on the same standard as applied to the General candidates and who appears in the general merit list, such candidate will be adjusted against unreserved post on basis of his/her merit.

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 State Government of Haryana of Haryana from time to time.

7. APPOINTMENT AND JOINING TIME

- 7.1 The appointment of a candidate shall be subject to the verification of character and antecedents, educational qualifications, experience and medical fitness. Until the verification of character and antecedents report is received, the appointment shall be treated as provisional. In case the report(s) with regard to his/her conduct, character and antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
- 7.2 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 fails to join within the specified period.
- 7.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University on the merit of each case as deemed appropriate.

8. GENERAL TERMS AND CONDITIONS OF RECRUITMENT

- 8.1 A candidate who is already in service shall submit his/her application through proper channel along with vigilance clearance certificate from the competent authority. However, he/she may send an advance copy of his/her application and in case his/her 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.
- 8.2 It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she 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/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause. This must be clearly mentioned in the offer of appointment.

- 8.3 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/her appointment, as the case may be.
- 8.4 The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules and Regulations of the University, as amended from time to time and any other rule/resolution specifically prescribed for maintaining the conduct of the employees by the Executive Council of the University.
- 8.5 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.
- 8.6 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.

9. GENERAL RULES FOR DIRECT RECRUITMENT:

- 9.1 Appointment to any post by direct recruitment shall be made through open competition and the brief details of the post will be advertised in two national dailies newspaper. The advertisement along with complete details will also be placed on the University website. The applicants will be given at-least twenty-one days to apply from the date of publication.
- 9.2 The number of posts, pay level and age limits for the posts is subject to revision from time to time.
- 9.3 The reservation roster will be maintained as per reservation policy of the State Government of Haryana notified/ revised/ amended from time to time. At the time of any fresh advertisement, the roster will be updated first and the backlog of vacancies will be taken into account to fill the same in the first instance.
- 9.4 In case, any reserved vacancy remains unfilled and the post is required to be filled up in the interest of the University, it will be filled up as per procedure notified by the State Government of Haryana.
- 9.5 In case, the University receives less than three applications for a specific post/vacancy advertised, the said post/vacancy will be re-advertised. If even after re-advertisement, the number of applications received remains less than three then the post may be filled following the due selection process.
- 9.6 The selection criteria for the respective post will be defined along with the advertisement and the revision/updation, if any, will be notified before the advertisement.

- 9.7 The requisite experience, whenever mentioned is to be considered only after acquiring the essential qualification.
- 9.8 Relaxation in age, experience, qualifying marks, etc., will be granted to the candidates belonging to the Schedule Caste/Backward Classes/PwD/EWS or any other reserved category for reserved posts as per the State Government of Haryana guidelines with the approval of the competent authority.
- 9.9 The waiting list, if any, for the post(s) shall remain valid up to one year from the date of approval of the recommendations by the Competent Authority and will be considered for filling up the resultant vacancy during this period arising due to promotion/resignation/removal /demise of the candidate recruited through the same advertisement.
- 9.10 If any post couldn't be filled within one year of the advertisement due to any reason, the post may be re-advertised, if deemed appropriate by the Competent Authority to invite more applications so as to have wider choice for selection. However, the applicants of the previous advertisement will be considered with updated experience/ qualification without application fee.

10. GENERAL RULES OF PROMOTION:

- 10.1 Any appointment by promotion shall be made on "Seniority cum Merit" basis and the seniority alone shall not be the sole criteria for promotion. The efficiency of the employee and his/her suitability for the post of promotion will be the main factors for consideration.
- 10.2 In case, no internal employee is eligible/ suitable for promotion to any post and it requires filling up of the said post by the University, then the same may be filled through direct recruitment/deputation.
- 10.3 At the time of Promotion of any employee, the following criteria must be followed:
- 1) At least 70% of the ACRs of the employee must be "Good" or above during the last 10 years or in his/her qualifying service. However, greater weightage shall be given to the ACRs on the higher post from which further promotion is being considered.
 - 2) At the time of promotion, a latest report on work and conduct of employee will be sought from the Head of respective Branch/Office/Department, which should be "Good" or above, along with recommendations whether the employee should be considered for promotion.
- 10.4 In case there are any adverse remarks in his/her ACR(s) during the period of consideration of record, the case of promotion of such employee shall not be considered until and unless the competent authority expunges such adverse remarks. If the competent authority does not expunge such remarks or does not upgrade the score after review of his/her performance as per procedure, the employee concerned shall not be promoted till he/she achieves the benchmarks as prescribed under para 10.3(a) of these Rules.

- 10.5 Any major penalty shall constitute a bar in the way of adjudging the suitability of an employee for promotion to higher post. However, minor penalty of "censure" or "warning", whether on personal file or not, would not constitute a bar in the way of adjudging the suitability of an eligible person on the basis of his seniority for the purpose of promotion.
- 10.6 Whenever the University intends to fill any promotional post, the Establishment Branch will put up the cases of eligible candidates to the competent authority for placing before the Departmental Promotion Committee (DPC) along with requisite documents for consideration. However, where multiple posts are defined as feeder post (e.g. in case of promotion to the post of Clerk employees serving on all Group-D posts may be considered), the Establishment Branch will invite the applications from the respective eligible employees and will proceed further accordingly.
- 10.7 It shall be ensured that the information furnished to the DPC is accurate and in proper order and a certificate to this effect should be duly signed by the officer designated for the purpose. The following cases shall be brought to the notice of the DPC:
- 1) Employees in the consideration zone under suspension;
 - 2) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - 3) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.
- The findings of the DPC as recorded in its proceedings in respect of such cases, shall be kept in a sealed cover. On conclusion of the case(s), the sealed cover will be opened. In case the person concerned is completely exonerated of the charges leveled against him/her, such person shall be entitled to promotion with retrospective effect, the date from which a person junior to him/her was promoted, if he/she is otherwise considered fit for promotion on the basis of overall record.
- 10.8 The DPC will consider a panel of three eligible employees for one post adding one additional number in the panel for subsequent post i.e. a panel of 04 persons against 02 posts and 05 persons against 03 posts and so on. The DPC shall submit its report along with specific recommendations to the competent authority.
- 10.9 The meeting of the Departmental Promotion Committee shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancies. However, if the vacancies still remain, the DPC may meet as per the requirement of the University.
- 10.10 The recommendations of the DPC will be placed before the Competent Authority for consideration and approval.
- 10.11 The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case internal candidates are not available under the promotion quota and the posts are filled up through deputation/ contract.

10.12 All promotions of the non-teaching staff belonging to Group 'A', 'B' and 'C' shall take effect from the date of joining on the respective post(s).

11. DEPUTATION:

The University may fill up any post on deputation of employees from Central Govt./ State Govt. departments and Central / State Universities as per University rules / State Govt. rules with the approval of competent authority. In case the appointment is made on deputation by following the due process of selection, the incumbent may be allowed to continue for the period as prescribed by the University from time to time or till he/she attains the age of superannuation prescribed for particular post, whichever is earlier. An appointment on deputation may be made initially for a period of one year 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 any or all the Deputationist at any time even before the prescribed period if their 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/her 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/her parent organization for concurrence after obtaining the option of the employee concerned. After obtaining the consent/NOC of the parent department, the case shall be placed before the Competent Authority for a final decision. In case such person is permanently absorbed in the University, he/she shall be assigned seniority from the date of permanent absorption and the persons appointed to the service earlier to the date of his/her absorption shall rank senior to him/her in the inter-se-seniority list.

12. SENIORITY OF DIRECT RECRUITS:

The relative seniority of direct recruits will be determined by the order of merit in the selection list recommended by Competent Authority for appointment to the particular post. The seniority of the candidates belonging to SC/ST and other reserved categories shall also be maintained on the basis of merit assigned to them in the selection list and the roster point of reservation shall not constitute a ground for fixation of their seniority which is merely for the purpose of recruitment against reserved quota post/vacancy.

13. SENIORITY OF PROMOTEES:

The seniority of promoted employees shall be the same as in the feeder post from which they are promoted. However, if a person is considered unfit for promotion and is superseded by a junior, such person shall not, if he/she is subsequently found suitable and promoted, take seniority on the higher post over the junior person who stand already promoted. Thus, the person appointed by promotion as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection, provided that if the Competent Authority adjudges such superseded person as suitable for promotion from retrospective effect under the provision of rule 10.7(3) of these rules, he/she shall regain his/her seniority on the higher post above the person junior to him/her in the feeder post, who was earlier promoted to higher post on the date when he/she was superseded because of a pending charge-sheet/disciplinary case against him/her.

14. INTER-SE-SENIORITY OF DIRECT RECRUITS AND PROMOTEES:

The inter-se-seniority of Direct Recruits and Promotees shall be determined in accordance with the dates of their order of appointments in a recruitment year irrespective of their dates of joining on the particular post in the university.

15. INTER-SE-SENIORITY OF CLERK/CLERK-CUM-DEO /STORE KEEPER:

The inter-se-seniority of Clerk/Clerk-Cum-DEO /Store Keeper(s) shall be determined in accordance with the dates of their order of appointments in a recruitment year irrespective of their dates of joining on the particular post(s) in the university.

16. INTER-SE-SENIORITY OF PEON/MALI/COOK/SWEEPER(S):

The inter-se-seniority of Peon/Mali/Cook/Sweeper(S) shall be determined in accordance with the dates of their order of appointments in a recruitment year irrespective of their dates of joining on the particular post(s) in the university. In case incumbent of any of the above posts is on contract basis, he/she will not find placement in the inter-se-seniority.

17. SENIORITY OF PERSONS ABSORBED IN SERVICE ON BEING DEPUTATION:

In case a person who was initially taken on deputation and later on permanently absorbed in the University, he/she shall be assigned seniority from the date of permanent absorption and the persons appointed to the service earlier to the date of his/her absorption shall rank senior to him/her in the list of inter-se-seniority.

18. RELAXATION:

In the interest of the University if it is expedient to promote an employee to higher post in his/her hierarchy, who has successfully completed his/her period of probation, the Competent Authority may for the reasons to be recorded in writing either generally or in any individual case relax the experience up to one year on the merit of each case.

Annexure -1

Non-Teaching Posts as per State Pay Scale				
Sr. No.	Name of the Post	Number of the posts	Pay Structure	Group
1.	Controller of Examination	01	FPL - 14 (144200-218200)	A
2.	Deputy Finance Officer/ Controller	01	FPL - 12 (78800-197200)	A
3.	Deputy Registrar	03	FPL - 12 (78800-197200)	A
4.	Sr. Accounts Officer	01	FPL - 11 (67700-191000)	A
5.	Executive Engineer (Civil)	01	FPL - 11 (67700-191000)	A
6.	Assistant Registrar	07	FPL - 10 (56100-177500)	A
7.	Resident Medical Officer	01	FPL - 10 (56100-177500)	A
8.	SDO (Electrical)	01	FPL - 9 (53100-167800)	B
9.	SDO (Civil)	01	FPL - 9 (53100-167800)	B
10.	Network Administrator	01	FPL - 9 (53100-167800)	B
11.	Website Administrator	01	FPL - 9 (53100-167800)	B
12.	Superintendent	08	FPL - 7 (44900-142400)	B
13.	Section Officer	02	FPL - 7 (44900-142400)	B
14.	Personal Secretary	02	FPL - 6 (35400-112400)	C
15.	JE (Electrical)	01	FPL - 6 (35400-112400)	C
16.	JE (Civil)	01	FPL - 6 (35400-112400)	C
17.	JE (Horticulture)	01	FPL - 6 (35400-112400)	C
18.	Law Assistant	01	FPL - 6 (35400-112400)	C
19.	Assistant	14	FPL - 6 (35400-112400)	C
20.	Game Organizer	01	FPL - 6 (35400-112400)	C
21.	Accountant	01	FPL - 6 (35400-112400)	C
22.	Translator	01	FPL - 6 (35400-112400)	C

23.	Senior Scale Stenographer	03	FPL - 6 (35400-112400)	C
24.	Junior Programmer	01	FPL - 6 (35400-112400)	C
25.	EPBAX Assistant	01	FPL - 6 (35400-112400)	C
26.	Staff Nurse	01	FPL - 6 (35400-112400)	C
27.	Draftsman Civil	01	FPL - 6 (35400-112400)	C
28.	Hostel Supervisor	02	FPL - 6 (35400-112400)	C
29.	Sanitary Officer	01	FPL - 6 (35400-112400)	C
30.	Pharmacist	01	FPL - 6 (35400-112400)	C
31.	Guest House/ Hospitality Manager	01	FPL - 6 (35400-112400)	C
32.	Trainer/ Lab Technician	05	FPL - 6 (35400-112400)	C
33.	Electrician	01	FPL - 4 (25500-81100)	C
34.	Driver	03	FPL - 4 (25500-81100)	C
35.	Clerk/ Clerk-cum-DEO	6+17=23	FPL - 2 (19900-63200)	C
36.	Store Keeper	01	FPL - 2 (19900-63200)	C
37.	Medical Attendant	01	FPL - 2 (19900-63200)	C
38.	Restorer	01	FPL - 2 (19900-63200)	C
39.	Steno-Typist	02	FPL - 2 (19900-63200)	C
40.	Library Attendant	01	FPL - 2 (19900-63200)	C
41.	Tracer	01	FPL - 2 (19900-63200)	C
42.	Plumber	01	FPL - 2 (19900-63200)	C
43.	Hostel Attendant	02	FPL - 1 (18000-56900)	D
44.	Carpenter	01	DL (16900-53500)	D
45.	Class - IV (Peon/ Mali/Cook/ Sweeper)	33	DL (16900-53500)	D
46.	Technical Posts	54	DL (16900-53500)	D

Annexure -II

Sr. No. 1 Controller of Examination

1.	Name of the Post	Controller of Examinations
2.	Number of Posts	01
3.	Classification	A
4.	Scale of Pay/ Pay Level	FPL -14
5.	Mode of Recruitment	Direct Recruitment/ deputation
6.	Age limit for direct recruits	Below 55 years
7.	Educational and other qualification required for direct recruits	<p>1) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) At least 15 years of experience as Assistant Professor in the Academic Level 12 and above including Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post.</p> <p>3) Knowledge of English & Hindi/Sanskrit up to Matric or higher level.</p>
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 2 Deputy Finance Officer/ Controller

1.	Name of the Post	Deputy Finance Officer/Controller
2.	Number of Posts	1
3.	Classification	A
4.	Scale of Pay/ Pay Level	Level-12
5.	Mode of Recruitment	Direct Recruitment/ deputation
6.	Age limit for direct recruits	Below 50 Years
7.	Educational/other qualification	<p>Essential qualifications:</p> <ol style="list-style-type: none">1) A Chartered Accountant or Cost Accountant.2) Five years appropriate experience of financial management after acquiring the degree of Chartered Accountant of which three years' experience in the institutes of repute, preferably educational institutions.3) Candidate should be versed in Accounts, Budgeting, planning Audit procedure etc.4) Knowledge of Hindi /Sanskrit upto Matric or at higher Level. <p>OR</p> <ol style="list-style-type: none">1) MBA (Finance/Specialization in Finance)/M.Com with 55% marks or its equivalent grade B in the UGC. 7-point scale from a recognized University.2) Five years appropriate experience of financial management of which three years as Assistant Registrar / Senior Accounts Officer in the Pre-revised pay scale of Rs. 8000-275-13500 or an equivalent post of a University/Government of comparable experience in research establishment and /or other institutions of higher education.3) Knowledge of Hindi /Sanskrit upto Matric or at higher Level. <p>Desirable:</p> <ol style="list-style-type: none">1) Passing of Subordinate Accounts Service (SAS) or its equivalent accounts service examination of Central/ State Government.2) Proficiency in computer based Accounting.
8.	Period of probation	01 year
9	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 3 Deputy Registrar

1.	Name of the Post	Deputy Registrar
2.	Number of Posts	03
3.	Classification	A
4.	Scale of Pay/ Pay Level	FPL-12
5.	Mode of Recruitment	25% by Direct Recruitment 75% by Promotion
6.	Age limit for direct recruits	Below 50 years
7.	Educational and other qualification required for direct recruits	1) Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. 2) 5 years of administrative experience as Assistant Registrar or in an equivalent post in FPL 10. 3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.
8.	In case of recruitment by promotion	By promotion from amongst Assistant Registrars having Bachelor's Degree and an experience of five years as Assistant Registrar in the University.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 4 Sr. Accounts Officer

1.	Name of the Post	Sr. Accounts Officer
2.	Number of Posts	01
3.	Classification	A
4.	Scale of Pay/ Pay Level	Level-11
5.	Mode of Recruitment	To be deputed by the State Government of Haryana

Sr. No. 5 Executive Engineer (Civil)

1.	Name of the Post	Executive Engineer (Civil)
2.	Number of Posts	01
3.	Classification	A
4.	Scale of Pay/ Pay Level	FPL- 11
5.	Mode of Recruitment	Direct Recruitment / Promotion (By rotation)
6.	Age limit for direct recruits	Below 50 Years
7.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none">1) First Class Bachelor's Degree in the Civil Engineering from a recognized Institute/ University or equivalent.2) Eight years of experience as SDO (Civil)/Assistant Engineer Civil in the relevant field from CPWD/State Government of Haryana PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed Private organizations.3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level. <p>Desirable:</p> <ol style="list-style-type: none">1) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/ measurement/ tendering as per the CPWD/ State Government of Haryana PWD norms.2) Good knowledge of CPWD/ State Government of Haryana PWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.3) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8.	In case of recruitment by promotion	SDO/SDE with eight years of regular services in this University with Bachelor's Degree in the Civil Engineering from a recognized Institute/ University or equivalent.
9.	Period of probation	01 Year
10.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Government of Haryana norms.

Sr. No. 6 Assistant Registrar

1.	Name of the Post	Assistant Registrar
2.	Number of Posts	07
3.	Classification	A
4.	Scale of Pay/ Pay Level	FPL-10
5.	Mode of Recruitment	25% by direct recruitment 75% by promotion
6.	Age limit for direct recruits	Below 45 years
7.	Educational and other qualification required for direct recruits	1) Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. 2) 5 years' experience as superintendent in a University /Educational Institutions/ examining body conducting public examination in FPL 7 and above. 3) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.
8.	In case of recruitment by promotion	By promotion from amongst the Superintendents having a Bachelor's Degree with five years' experience as Superintendent in the University.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 07 Resident Medical Officer

1.	Name of the Post	Resident Medical Officer
2.	Number of Posts	01
3.	Classification	A
4.	Scale of Pay/ Pay Level	FPL-10
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	Below 45 Years
7.	Educational and other qualification required for direct recruits	1) MBBS Degree from any university recognized by MCI (Medical Commission of India) 2) Must be registered with Medical Commission of India/ State Medical Council. 3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 08 SDO (Electrical)

1.	Name of the Post	SDO (Electrical)
2.	Number of Posts	01
3.	Classification	B
4.	Scale of Pay/ Pay Level	FPL-9
5.	Mode of Recruitment	Direct Recruitment / Promotion (By rotation)
6.	Age limit for direct recruits	Below 45 Years
7.	Educational and other qualification required for direct recruits	1) BE/B.Tech. in Electrical Engineering with at least 55% marks from any recognized Institution/University. 2) Three years' experience as Junior Engineer (Electrical) in the work of electrification/installation and Maintenance of electrical appliances in the construction and maintenance of buildings in the University. 3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.
8.	In case of recruitment by promotion	B.E./B.Tech in Electrical Engineering /AMIE with 3 years' experience as JE (Electrical) in the work of electrification/ installation and Maintenance of electrical appliances in the construction and maintenance of buildings in the University. OR 3 Years Diploma in Electrical Engg. with 5 years' experience as JE (Electrical) in maintenance/construction of Electrical Engineering in the University.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 09 SDO (Civil)

1.	Name of the Post	SDO (Civil)
2.	Number of Posts	1
3.	Classification	B
4.	Scale of Pay/ Pay Level	FPL-9
5.	Mode of Recruitment	Direct Recruitment / Promotion (By rotation)
6.	Age limit for direct recruits	Below 45 Years
7.	Educational and other qualification required for direct recruits	1) BE/B.Tech. in civil engineering with at least 55% marks from any recognized Institution/University. 2) Three years' experience as Junior Engineer (Civil) in Construction and Maintenance of Buildings in this university. 3) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.
8.	In case of recruitment by promotion	B.E./B.Tech in civil engineering /AMIE with 3 years' experience as J.E (Civil) in the maintenance and Construction of Civil Engineering in this university. OR 3 Years Diploma in Civil Engg. with 5 years' experience as JE (Civil) in maintenance/construction of Civil Engineering in this university.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 10 Network Administrator

1.	Name of the Post	Network Administrator
2.	Number of Posts	01
3.	Classification	B
4.	Scale of Pay/ Pay Level	FPL-9
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	Below 45 Years
7.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none">1) B.E./B.Tech /M.Tech. /M.Sc. (Computer Science /IT)/ MCA with 55% marks OR 'B'/'C' Level course from DOEACC/NIELIT2) Three years of experience in LAN & WAN design and management in Public/Private sector organization having a large numbers of nodes. Hands on expertise in ADS, DNS, DHCP, SAMBA, FTP, Apache, ISA, Exchange, Email and Proxy servers on windows and UNIX/LINUX platform.3) Should have excellence in Cisco switches and routers configuration. Very good hands on network troubleshooting/ performance issues in Windows/LINUX systems, Backup and recovery tools, Window installations.4) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 11 Website Administrator

1.	Name of the Post	Website Administrator
2.	Number of Posts	01
3.	Classification	B
4.	Scale of Pay/ Pay Level	FPL-9
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	Below 45 Years
7.	Educational and other qualification required for direct recruits	1) B.E./B.Tech /M.Tech./M.Sc. (Computer Science /IT)/ MCA with 55% marks OR 'B'/'C' Level course from DOEACC/NIELIT 2) Min. 3 years' experience as Programmer in Software Development/Web portal Management/ application development in a reputed organization. 3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 12 Superintendent

1.	Name of the Post	Superintendent
2.	Number of Posts	08
3.	Classification	B
4.	Scale of Pay/ Pay Level	FPL-7
5.	Mode of Recruitment	50% by direct recruitment 50% by promotion
6.	Age limit	45 years
7.	Educational and other qualification required for direct recruits	Bachelor degree with at least 50% marks and 5 years' experience at the level of Deputy Superintendent/Assistant from University/ Colleges/ Educational Institutions/ Govt./ Semi-Govt. /PSU.
8.	In case of recruitment by promotion	By promotion from amongst the Assistants/Accountant having five years' experience in the University.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 13 Section Officer

1.	Name of the Post	Section Officer
2.	Number of Posts	02
3.	Classification	B
4.	Scale of Pay/ Pay Level	FPL-7
5.	Mode of Recruitment	50% by direct recruitment 50% by promotion
6.	Age limit	45 years
7.	Educational and other qualification required for direct recruits	1) A Bachelor's Degree in any discipline from any recognized Institute/ University. 2) 5 years' experience as Assistant from University/ Colleges/ Educational Institutions - /Govt./Semi-Govt./ PSU/Corporations/ Corporate/Industry. Proficiency in Computer Operation, noting and drafting. 3) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.
8.	In case of recruitment by promotion	By promotion from amongst the Assistants/ Accountant having five years' experience as Assistant/ Accountant in the University.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 14 Personal Secretary

1.	Name of the Post	Personal Secretary
2.	Number of Posts	02
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	50% by direct recruitment 50% by promotion
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Bachelor's degree with 50% marks and Minimum 5 years' experience as Personal Assistant with good interpersonal skills, fluency in English with effective communication skills. 2) The applicant should be computer literate with Microsoft proficiency, excellent shorthand speed of 120 w.p.m. and accurate computer typing speed of 45 w.p.m. 3) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.
8.	In case of recruitment by promotion	5 years' experience including 2 years as Senior Scale Stenographer in the university.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 15 JE (Electrical)

1.	Name of the Post	JE Electrical
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	<p>1) B. E/ B.Tech in Electrical / Allied Branch from AICTE approved institution in Regular mode with 60% and having experience of 2 years' experience of Electrical works in Govt./public/private organization;</p> <p>OR</p> <p>B.Voc degree with 55% marks in Electrical or allied branch with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 03 years' experience of Electrical works in Govt./public/private organization</p> <p>OR</p> <p>Three years' Diploma (Regular Mode) with 60% in Electrical Engineering/ allied branch from recognized Institution with 05 years' experience of Electrical works in Govt./public/private organization.</p> <p>2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.</p>
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 16 JE (Civil)

1.	Name of the Post	JE Civil
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	<p>1) B. E/ B.Tech in Civil / Allied Branch from AICTE approved institution in Regular mode with 60% and having experience of 02 years' experience of Civil works in Govt./public/private organization;</p> <p>OR</p> <p>B.Voc degree with 55% marks in Civil or allied branch with a skill certificate in atleast one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 03 years' experience of Civil works in Govt./public/private organization</p> <p>OR</p> <p>Three years' Diploma (Regular Mode) with 60% in Civil Engineering/ allied branch from recognized Institution with 05 years' experience of Civil works in Govt./public/private organization.</p> <p>2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.</p>
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 17 JE (Horticulture)

1.	Name of the Post	JE Horticulture
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) B.Sc. (Agriculture) with horticulture as elective in Regular mode with 02 years of experience in Govt./Public undertaking. OR B.Sc. (Horticulture) with 02 years of experience in Govt./Public Undertaking OR B.Voc. with at least 55% or its equivalent in Agriculture/ Horticulture or concerned/allied/relevant with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 03 years of experience in Govt./Public Undertaking 2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 18 Law Assistant

1.	Name of the Post	Law Assistant
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Graduation in law (Professional Degree) with at least 50% marks from a recognized University with 3 years' experience of practicing in court of law preferably in service matters. 2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 19 Assistant

1.	Name of the Post	Assistant
2.	Number of Posts	14
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	50% by direct recruitment 50% by Promotion
6.	Age limit for direct recruits	42 years
7.	Educational and other qualification required for direct recruitment.	1. Bachelor's Degree with minimum 50% marks 2. Five years' experience as Clerk /Clerk-Cum-Data Entry Operator in any recognized University/ Higher Education Institution/ Examination Body/ National level Research Institution/ Govt. Office/ PSU or Autonomous Bodies 3. Knowledge of Hindi/Sanskrit up to Matric or Higher Level. Desirable Candidate should have proficiency in using Computer & Internet
8.	In case of recruitment by promotion	By promotion from amongst the Clerk /Clerk-cum-DEO/Store Keeper having five years' experience in the University.
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 20 Game Organizer

1.	Name of the Post	Game Organizer
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Bachelor's degree with at least 50% marks in Physical Education/ sports/ Yoga with 05 (five) years practical / professional experience. 2) Knowledge of Hindi /Sanskrit up to Matric or at higher Level
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 21 Accountant

1.	Name of the Post	Accountant
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) B.Com with 50% marks from recognized University with 05 years' experience of Clerical Cadre in Govt./Semi Govt. /Govt. Aided University/ affiliated College/ Professional institution/ industry. 2) Knowledge of Hindi /Sanskrit up to Matric or at higher Level
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 22 Translator

1.	Name of the Post	Translator
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	<p>Master's degree in Hindi with 50% marks and English as a compulsory or elective subject at degree level with two years of experience in translation</p> <p>OR</p> <p>Master's degree in English with 50% marks and Hindi as a compulsory or elective subject at degree level with two years of experience in translation.</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English with 50% marks, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level with two years of experience in translation.</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with 50% marks, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level with two years of experience in translation.</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English with 50% marks, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level with two years of experience in translation.</p> <p>OR</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or four years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p>
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 23 Senior Scale Stenographer

1.	Name of the Post	Senior Scale Stenographer
2.	Number of Posts	03
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	50% by direct recruitment 50% by promotion
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	<p>1) Graduation with 50% marks from any recognized University or its equivalent</p> <p>2) English shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed the limit of 8%</p> <p>3) The candidate will have to qualify the test as prescribed by the competent authority including typing (with a speed of minimum 30 wpm in English/25 wpm in Hindi.</p> <p>4) Three years' experience in govt./ public undertaking</p> <p>5) Knowledge of Hindi /Sanskrit up to Matric or at higher Level</p> <p>Desirable:</p> <p>1) Preference will be given to the candidates who have 2/3 years' diploma in secretarial practice/OMCA course</p> <p>2) Well versed with noting, drafting and business communication</p> <p>3) IT skills are mandatory.</p>
8.	In case of recruitment by promotion	By promotion from the post of Steno-Typist having bachelor degree from any recognized University and five years' experience in the university
9.	Period of probation	01 Year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 24 Junior Programmer

1.	Name of the Post	Junior Programmer
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment /Deputation
6.	Age limit for direct Recruits	42 years
7.	Educational and other qualification required for direct recruits	<p>1) B.Tech. with 55% marks with 3 Years' experience in Computer Science & Engineering, Computer Science, Software Engineering/Information Technology.</p> <p>OR</p> <p>Master's degree with 55% with 3 Years' experience in Computer Application/Computer Science/Software Engineering/IT/CSE or equivalent.</p> <p>OR</p> <p>A Graduate with 55% marks in Computer Application/Computer Science/Software Engineering/ IT/ CSE or equivalent and two years' experience in software development in a Government department/ Statutory Board/ Public Sector Undertaking/ Private/ Public Limited/industry.</p> <p>2) Knowledge of Hindi /Sanskrit up to Matric or at higher Level</p>
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 25 EPBAX Assistant

1.	Name of the Post	EPBAX Assistant
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	Graduate with at least 50% marks with flair in English Speaking, having worked as telephone attendant/PBX Operator for at least 05 (five) years in commercial/Semi Govt. organization.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 26 Staff Nurse

1.	Name of the Post	Staff Nurse
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) B.Sc. (Hons.) Nursing or B.Sc. (Post Basic) Nursing OR Diploma in General Nursing with midwife Training from recognized institute/ university with 50% marks and 03 (three) years of relevant experience. 2) A division Nurse (with midwife training) registered with Haryana Nurses Registration Council) with 5 (five) Years' Experience. 3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 27 Draftsman Civil

1.	Name of the Post	Draftsman Civil
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment / Promotion (By rotation) Note: In case there is no candidate eligible for promotion, the post may be filled through direct recruitment.
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) First class Diploma in Civil Engineering or a Certificate in Civil Draftsman ship or Architecture Assistantship or equivalent awarded by the State Board of Technical Education with 50% marks and 06 (six) years' experience in an Architectural or Town Planning. 2) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.
8.	In case of recruitment by promotion	By promotion from the post of Tracer having an experience of five years in the University and possessing Diploma in Civil Engineering or a Certificate in Civil Draftsmanship or Architecture Assistantship or equivalent awarded by the State Board of Technical Education or any other recognized institution.
9.	Period of probation	01 year
10.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 28 Hostel Supervisor

1.	Name of the Post	Hostel Supervisor
2.	Number of Posts	02
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Bachelor's Degree with at least 50% marks in any field from a recognized University. 2) 5 years' experience in the administration/direct interaction and management of students/ counseling of students in an academic institute/residential institute. 3) Knowledge of Hindi/Sanskrit up to Matric or Higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 29 Sanitary Officer

1.	Name of the Post	Sanitary Officer
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) B.Sc. with 50% marks in chemistry or B. Pharmacy with 50% marks plus one-year Diploma course in Health/ Sanitary Inspector with 5-year experience in government/ public undertaking. OR One-year National Trade Certificate (NTC) in Health Sanitary Inspector awarded by National Council for vocational Training, Ministry of Labour & Employment, Government of India, or an institution recognized by the State Government with 8-year experience in government/ public undertaking. 2) Knowledge of Hindi/Sanskrit up to Matric or Higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 30 Pharmacist

1.	Name of the Post	Pharmacist
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) B. Pharma/ Two years Diploma in Pharmacy, as per Pharmacist Act, 1948 notification from a Government recognized institution. Valid Registration with the Pharmacy council of Haryana. 2) Knowledge of Hindi / Sanskrit up to Matric or at Higher Level. Experience: Minimum 5 years of work experience in government /private organization for 2-year diploma holder or 3 years' experience for B. Pharma.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 31 Guest House/ Hospitality Manager

1.	Name of the Post	Guest House/Hospitality Manager
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	Bachelor's degree in Hotel Management/ Tourism with at least 55% marks and 08 years of experience at managerial level not less than Assistant Manager in a 4 (Four) star Hotel or a similar position in the hospitality industry/ Tourism Industry.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 32 Trainer/ Lab Technician

1.	Name of the Post	Trainer/ Lab Technician
2.	Number of Posts	05
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-6
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Bachelor's Degree in relevant discipline from a recognized university OR Diploma in relevant discipline from recognized institutions/State Board of Technical Education with three Years' experience in any University/ Higher Educational Institution/ National Level Research Institution 2) Knowledge of Hindi / Sanskrit up to Matric or higher level
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 33 Electrician

1.	Name of the Post	Electrician
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-4
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) ITI Certificate in Electrical trade/ D. Voc/Diploma in Electrical/ B. Voc in Electrical along with two years' experience of basic knowledge of Light transmission and heavy transmission. 2) Knowledge of Hindi/Sanskrit up to Matric or Higher Level.
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 34 Driver

1.	Name of the Post	Driver
2.	Number of Posts	03
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-4
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Matric pass from a recognized board possessing a light/medium/heavy vehicles valid driving license issued by the competent authority, as the case may be. 2) Should pass the driving test to be conducted by a committee constituted by the university. 3) He should not be colour blind and should have vision of 6"X6" with or without specs. 4) Should have an experience of driving motor vehicles for 2 years. 5) Knowledge of Hindi / Sanskrit up to Matric or at Higher Level.
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 35 Clerk/Clerk-cum-DEO

1.	Name of the Post	Clerk/Clerk-cum-DEO
2.	Number of Posts	06+17 (23)
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-2
5.	Mode of Recruitment	80% posts by direct recruitment 20% By promotion from amongst Group D employees of this University. Fraction more than 0.5 shall be treated as rounded off to next higher digit.
6.	Age limit for direct recruits	42 years
7.	Educational and other qualification required for direct recruits	1) Graduate from a recognized University. 2) Candidate will have to qualify the test as prescribed by the competent authority including proficiency in computer application and appreciation, typing (with speed of minimum 30 wpm in English) 3) Knowledge of Hindi / Sanskrit up to Matric or at Higher Level.
8.	In case of recruitment by promotion	1) By promotion from the post(s) of Group C and D employees i.e., Restorer/Peon/Mali/Cook/Sweeper(s), having 05 years' experience of working in this University, with qualification of Graduation. 2) Such candidate shall have to qualify test of proficiency in computer application and appreciation, typing in English/Hindi as prescribed by the University on the pattern of SETC part-I &II to become eligible for promotion
9.	Period of probation	01 year
10	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 36 Store Keeper

1.	Name of the Post	Store Keeper
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-2
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Graduate with 50% marks OR B. Voc with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above with 5 years' experience as junior store keeper in Govt./Semi Govt. /Govt. Aided University/ affiliated College/ Professional institution/ industry. 2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level
8.	Period of probation	01 Year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 37 Medical Attendant

1.	Name of the Post	Medical Attendant
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-2
5.	Mode of Recruitment	Direct recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) 10+2 with 50% marks from any recognized board/institute with 2 years' experience as Medical Attendant in any Govt. Hospital / Dispensary/ Health centre or any private hospital. 2) Knowledge of Hindi/Sanskrit up to Matric or Higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 38 Restorer

1.	Name of the Post	Restorer
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-2
5.	Mode of Recruitment	Direct recruitment/promotion (by rotation)
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Matric pass from any recognized board/institute having 5 years' experience as peon in the record room/restoration of record/files in State Govt./ Semi-Govt. department/ University/ Affiliated college. 2) Knowledge of Hindi/Sanskrit up to Matric or Higher Level.
8.	In case of recruitment by promotion	5 years' experience as peon in this university
9.	Period of probation	01 year
10.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 39 Steno-Typist

1.	Name of the Post	Steno-typist
2.	Number of Posts	02
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-2
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit for direct recruits	42 years
7.	Educational and other qualification required for direct recruits	1) Graduate from recognized university. 2) English shorthand at a speed of 80 w.p.m and transcription of 20 w.p.m. (8% mistake are permissible) & Word processing speed of 8000 keys/hours or more. 3) Ability to work on computer with internet efficiently. 4) Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 40 Library Attendant

1.	Name of the Post	Library Attendant
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-2
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) 12 th Class pass from recognized Board 2) Certificate/Diploma in Library Science 3) Knowledge of Hindi / Sanskrit up to Matric or higher level
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 41 Tracer

1.	Name of the Post	Tracer
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-2
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Matric pass from any recognized board or its equivalent with drawing as a subject and at least 02 years' experience in tracing work; 2) Knowledge of English & Hindi/Sanskrit up to Matric or higher level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 42 Plumber

1.	Name of the Post	Plumber
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL- 2
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Matric pass from a recognized Board with ITI Certificate in the trade of Plumber with 2 years' experience in plumbing. 2) Knowledge of Hindi/Sanskrit up to Matric level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 43 Hostel Attendant

1.	Name of the Post	Hostel Attendant
2.	Number of Posts	02
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL-1
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit for direct recruits	42 years
7.	Educational and other qualification required for direct recruits	1) 10+2 Pass from any recognized Board with two years of experience in a Hostel/ Canteen/Hotel/ Guest House etc. 2) Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 44 Carpenter

1.	Name of the Post	Carpenter
2.	Number of Posts	01
3.	Classification	C
4.	Scale of Pay/ Pay Level	FPL - 'DL'
5.	Mode of Recruitment	Direct Recruitment/Deputation
6.	Age limit	42 years
7.	Educational and other qualification required for direct recruits	1) Matric pass with ITI Certificate in the trade of Carpenter with two years' experience in relevant field 2) Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 45 Class – IV (Peon/ Mali/ Cook/ Sweeper)

1.	Name of the Post	Peon/Mali/ Cook/ Sweeper
2.	Number of Posts	13
3.	Classification	D
4.	Scale of Pay/ Pay Level	FPL - 'DL'
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruits	cccc
7.	Educational qualification for direct recruits	1) Peon: Matric passed with Hindi/Sanskrit from a recognized Board. 2) Mali: Middle passed with one-year experience in gardening with well-versed in related works. 3) Cook: Matric passed with relevant diploma in cooking from a recognized institute and 2 years' experience of cooking in a reputed Hotel/Restaurant/Canteen/ Hostel/ Guest House etc. 4) Sweeper: Middle passed with well-versed in work of sweeping and cleaning.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Appointment on deputation basis may be considered as per State Govt. norms.

Sr. No. 46 Technical Posts

1.	Name of the Post	Laboratory Attendant/MTS
2.	Number of Posts	54
3.	Classification	D
4.	Scale of Pay/ Pay Level	DL
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit	42 Years
7.	Educational and other qualification required for direct recruits	12 th Class pass with Science OR 12 th Pass with vocational certificate in relevant trade. OR 10 th Class with ITI in relevant trade.
8.	Period of probation	01 year
9.	In case of recruitment by deputation	Not applicable