

CENTRAL UNIVERSITY OF RAJASTHAN



CADRE RECRUITMENT RULES (NON TEACHING EMPLOYEES), 2013

CENTRAL UNIVERSITY OF RAJASTHAN

CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2013

The Executive Council of the Central University of Rajasthan in exercise of the powers conferred under Statute 12(2) of the Central Universities Act, 2009, hereby makes the following rules for regulating method of recruitment to non-teaching posts (including Library posts) in the University.

1. Short Title and Commencement:

- (i) These rules may be called Central University of Rajasthan Cadre Recruitment Rules (Non-Teaching Employees), 2013.
- (ii) These will come into force on the date of its notification.

2. Definitions:

- (a) "Act" means the Central Universities Act, 2009 as amended from time to time.
- (b) "Executive Council" means the executive council of the Central University of Rajasthan.
- (c) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) "Government" means the Central Government/ Govt .of India.
- (e) "Limited/ Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the University for promotion to a higher post specified in these Rules.
- (f) "Non-Teaching Employees" means employees of the University other than University teachers and such other employees as defined otherwise.
- (g) "On Probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (h) "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract/ daily wages/ temporary/ ad-hoc promotion.
- (i) "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under the Central Universities Act, 2009.

- (j) "Selection Committee" means a composition of members of Selection Committee including Departmental Promotion Committee as specified in the Statues/ Ordinances, where not specified, as per these Recruitment Rules.
- (k) "University" means the Central University of Rajasthan established under the Central Universities Act, 2009.

3. Extent of Application:

These rules shall apply to all the temporary/ contractual/ permanent non-teaching employees of the University.

4. The staff of the Central University of Rajasthan shall be classified as:

- a. Group "A"
- b. Group "B"
- c. Group "C" including Multi Tasking Staff (MTS)

5. Appointing Authority:

The Appointing Authority for the posts in Group 'A' and Group 'B' shall be the Executive Council and for Group 'C' shall be the Vice-Chancellor.

6. Schedule:

The number of posts, their classification, scales of pay, the details of qualifications, experience, age limit etc. for various posts and any other information relevant to the post is attached as Appendix-2.

7. Method of Recruitment:

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

- (a) Direct Recruitment
- (b) Promotion
- (c) Deputation with provision for absorption
- (d) Appointment on Temporary/ Tenure/ Contractual basis.

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

I. Issue of Advertisement:-

The vacant Non-teaching posts of permanent nature, plan posts, the posts of temporary nature likely to continue, tenure/ deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in any of the popular National Dailies and one insertion in the 'Employment News', University News and **Central University of Rajasthan** website www.curaj.ac.in also. Individual desirous of offering their candidature for a given post may submit their application online through Online Application System (or any other mode as prescribed in the advertisement) by visiting the University website and submit the hard copy of the application with all the necessary enclosures and prescribed application fee, if any, within the prescribed closing date.

Note: (i) The closing date can be extended at the discretion of the Vice-Chancellor of the University by notifying on the website only for which the desirous candidates should be in constant touch with the website.

(ii) Applications for short term/ contractual engagements and also on deputation may be invited through any other mode of circulation such as the Circular or Notification on the University Web-site and Notice Board of the University.

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

II. Date of issue of Advertisement:

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

III. Validity period of Advertisement:

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

IV. Application Form:

- a) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft for the amount as fixed from time to time by the University. The Bank Draft shall be made in favour of the Registrar, Central University of Rajasthan. Money Orders or Cheques or cash payment shall not be accepted towards the application fee. The candidates are required to apply online

through University website(or any other mode prescribed by the university) and hard copy of application form with all necessary enclosures along with the prescribed application fee as per the advertisement may be sent to the Deputy Registrar (Establishment), Central University of Rajasthan. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time. The SC/ST/PWD and the regular employee of Central University of Rajasthan are exempted for application fee.

- b) **Receipt of applications after the last date:** The closing date for online submission of application form shall be five weeks and for receipt of hard copy of application form shall be six weeks from the date of release of vacancies to the press by the University. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. The last date shall be clearly specified in the advertisement. Incomplete applications and applications received after the due date shall be rejected. The Vice Chancellor may, however, order for acceptance of any application received after the closing date subject to production of proof that the application along with the enclosures and the desired bank draft is posted by the candidate on or before the closing date of the receipt of the application as per the Advertisement. In case the closing date is a holiday, the next working day shall be treated as closing/ last date.
- c) Application should be addressed to the "Deputy Registrar (Establishment), Central University of Rajasthan, NH-8, Bandarsindri, District Ajmer, 305801, Rajasthan " in a closed cover super-scribing "Application for the post of alongwith the "Post Code :" of the post as prescribed in the advertisement.

d) **Holding of Written Tests:**

While filling the posts under direct recruitment, the University may hold the written tests for Group "A" "B" "C" Non-Teaching posts to be decided by the competent authority. The written tests may comprise language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, drafting, Basic GoI Rules etc. or any other subject or professional test depending upon the exigency of service and job requirements as per approval of the Competent Authority.

The criteria to assign appropriate weightage to written test, skill/ trade test and interview will be decided by the competent authority.

In case of tests where point system does not exist, those candidates who qualify such tests namely stenography, typing, computer awareness, running of any specialized programme/ software as per the prescribed criteria shall be called for interview. While recommending the candidate(s) for appointment for the post(s), the Selection Committee shall give due weightage of qualification, experience, performance of the candidates in the written test, skill/ trade tests and interview. Accordingly, the merit list shall be prepared in order of merit on the basis of total marks secured in all the

tests. It should be noted that by getting any call for interview shall not entitle any candidate to be appointed on the post-

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

9. Minimum Qualification and Experience:

For recruitment to various posts, the qualifications and experience shall be as prescribed in these rules and where these are not prescribed in the rules, the qualification requirements of such posts shall be adopted from the guidelines of the UGC or DOPT (Government of India) or as decided by Executive Council.

10. Age Limit:

The upper age limit for appointment to various posts has been prescribed in the appropriate column of these rules. However, the upper age limit for appointment where not prescribed under these rules will be as prescribed by the Executive Council from time to time, keeping in view the guidelines of the UGC, the DOPT or any other Central University.

11. Reservations of posts:

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

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

Payment of TA:

The candidate will have to present himself/ herself for an interview if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ ST/ PWD categories will be defrayed second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the UGC/ Government of India rule, if they attend the interview. No extra charges, if any, incurred for reserving seat/ sleeping berth in the train will, however, be reimbursed to the candidates. The above mentioned concessions are not admissible to those SC/ST candidates

who are already in Central/ State Government service. This facility may also be extended to other categories as per the guidelines of the UGC/ Government of India rule.

12. Constitution and Role of the Screening Committee:

The Vice-Chancellor or Acting Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. A nominee of the Vice-Chancellor from the administrative sector not below the rank of Assistant Registrar shall be the Member Secretary of every Screening Committee of the University. The Member-Secretary shall place all the relevant documents including copy of the advertisement, rules governing the method of recruitment and UGC's regulations/ guidelines etc. The Screening Committee shall be required to screen the applications and shortlist the candidates as per the eligibility criteria prescribed in the advertisement. Each member of the Screening Committee shall be personally and collectively responsible / liable for violation of the prescribed rules/ UGC guidelines/ regulations as amended from time to time. The Screening Committee is not expected to interpret the recruitment rules/ guidelines of the regulatory bodies/ terms of advertisement in order to justify the eligibility of any candidate. Under no circumstances, the essential qualifications for any post mentioned in the advertisement in accordance with the recruitment rules/ guidelines shall be modified/ altered by any committee/ officers of the University in order to assess the eligibility of any candidate. In other words, the advertised qualifications and experience etc. shall remain intact in its original form and shall not be changed to the advantage of any candidate. The Screening Committee/ competent authority shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates. However, it must be ensured that the ratio shall not exceed 1:20 maximum and minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the candidates may be called for the written test notwithstanding the maximum prescribed ratio.

13. Constitution of Selection Committees/ Departmental Promotion Committees:

The Constitution of the Selection Committee/ Departmental Promotion Committee and their quorum are specified in the Appendix-1, vide these rules as the case may be. The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees/ Departmental Promotion Committees at the time of selection/ promotion to any post of the University. In addition to the above, the nominee(s) of the SC/ ST/ OBC/ Minority/ Women community to be nominated by the Vice-Chancellor shall be included in the Selection Committees/ Departmental Promotion Committees in case the SC/ ST/ OBC/ Minority/ Women candidates are to be considered for interview/ promotion and no member of the committee does not belong to that category. Any other member/ members shall also be included in the Selection Committees/ Departmental

Promotion Committees as per the directives of the Ministry of HRD (Government of India)/ UGC issued from time to time. In the absence of a regular Vice-Chancellor, the Acting Vice-Chancellor may also nominate external experts/ members and hold the meetings of the Selection Committees/ Departmental Promotion Committees as per the provisions of these rules.

14. Direct Recruitment by Open Selection:

- i. Wherever, UGC guidelines in respect of any particular post (non-teaching) are not available or framed, the University shall frame recruitment rules, lay down the qualifications, experience and nature of duties etc. according to the requirement and compatibility of the post. While framing such rules, reference may be made to the rules of other universities, academic institutions or Govt. of India organizations.
- ii. Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates strictly as per rule 12 of these rules.
- iii. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
- iv. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- v. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- vi. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
- vii. Based on the recommendations of the Selection Committee, the Executive Council / competent authority may, at its discretion, sanction one time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. of India rules in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.
- viii. In case the appointing authority is not in agreement with the recommendations of the DPC, it shall refer the matter to the Executive Council by recording the reasons for such disagreement. In this case, the decision of the Executive Council shall be final. However, in case of promotion/ appointment through the Selection Committee, the recommendations of the Selection Committee shall be placed before the Executive Council for approval.

15. Deputation with provision for Absorption

- i. In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/ she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/ her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer against whose vacancy the deputationist was working. Ordinarily no deputationist shall be absorbed in any cadre of the University after expiry of his/ her deputation period. In case, it is decided in the interest of the University to absorb any such person, then the University Administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Appointing Authority for a final decision. In case he/ she is absorbed in the University, he/ she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.
- ii. In case the appointment is made on deputation and there is a very meager response against the advertisements/ circulars issued by the University, the Appointing Authority/ Executive Council may at its discretion constitute a Selection Committee or may directly order for issue of appointment letter to the incumbent after satisfying his/ her eligibility for the post including review of performance appraisal reports (APARs) duly forwarded by the parent department as per the advertisement, if it deemed fit.

16. Appointments/ Engagements on Temporary / Ad-hoc/ Contract basis.

- i. The University shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation and other areas where-ever possible through agencies by entering into contract for a specified period. For this purpose, the University has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.
- ii. Where the hiring of services in any area/ sector is not feasible, the University may consider appointments on temporary basis/ ad-hoc/ contract basis on the recommendation of a duly constituted committee provided that the candidates fulfill

the eligibility criteria for the post as per the rules and have applied in response to the advertisement issued by the University. Such appointments/ engagements shall be considered only against the existing vacancies.

- iii. Appointment on temporary/ ad-hoc/ contract basis for specific assignments shall be made by the University on certain monetary consideration, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. The contractual appointment shall be given for the specific period as decided by the competent authority from time to time keeping in view the exigency of work.
- iv. The engagement(s) on temporary ad-hoc/ contract basis under any Project/ Scheme/ Cell of the University shall be made as per the terms and conditions duly approved by the Appointing Authority keeping in view the guidelines of the Funding Agency.
- v. The temporary service of any person who is an outsider or a non-permanent employee served in the University under any Scheme/ Project/ Cell/ Programme duly sponsored by the UGC or any other organization, shall not be counted for seniority to determine his/ her eligibility for promotion to any higher post. However, his seniority shall be determined from the date of regularization or merger of the Scheme/ Project/ Cell, as the case may be. In case of any permanent employee who has been appointed and permitted to join any Scheme/ Project/ Cell/ Programme of the University by retaining lien on his/ her permanent post and meanwhile the Scheme/ Project/ Cell/ Programme is merged with the maintenance grant of the University, the period of his/ her services rendered in the Scheme/ Project/ Cell/ Programme shall be taken into account for all purposes.
- vi. Temporary/ adhoc/ contractual services shall not be counted for any purpose including seniority for promotion against any post.

17. Promotion:

- (a) For candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the Departmental Promotion Committee.
- (b) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported above "Average" i.e. 'good' consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remark, it cannot be regarded as complimentary.
- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years as specified above at 17(b). In case there is any adverse entry in the APAR or want of prescribed score in the APAR, the case of promotion shall not

be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these rules.

- (d) The eligibility criteria, Vigilance Clearance Reports, CR folders/ dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/ STs shall be provided to the DPC for consideration.
- (e) 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 record of the officers. The normal zone and the extended zone will be as follows:-

No. of vacancies	Normal Zone	Extended Zone for SC/ ST
1	5	5
2	8	10
3	10	15
4	12	20
5 to 10	Twice the number of vacancies + 4	5 times the number of vacancies
11 to 14	24	--do--
15 and above	1½ times of the number of vacancies + 3	--do--

The assessment of each officer should be made on evaluation of APARs for the preceding five years as specified above at 17(b). The DPC should 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 Group 'B' & 'C' posts and "Very Good" i.e. minimum score 7 for all Group 'A' posts and 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 availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select 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)	<i>Grade "between 8-10" shall be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for appointment/ promotion.</i>
(ii)	<i>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.</i>
(iii)	<i>Grade "between 4 and short of 6" shall be rated as ' good' and will be</i>

	<i>given a score of 5 for the purpose of calculating average scores for appointment/ promotion.</i>
(iv)	<i>Below 4 shall be given a score of 'zero'.</i>

- (f) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (g) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (h) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/ confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- (i) The following cases shall be brought to the notice of the DPC:-
- i) Employees under suspensions;
 - ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - iii) In respect of whom prosecution for a criminal charge has been pending.
- The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/ criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.
- (j) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

18. Functions of the DPC:

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

- ii) Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' non-teaching staff, the order of confirmation to the incumbents shall be issued with the approval of the competent authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks (i.e. the score of 7).
- iii) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:
 - a) Provisions of the Act/ Statutes/ Ordinances/ Regulations/ Rules / UGC/ GOI guidelines as applicable.
 - b) Eligibility criteria & relaxations/ concessions applicable to the SC/ ST categories.
 - c) Work & Conduct Reports
 - d) The Annual Performance Appraisal Reports(APARs) for the preceding five years along with the Annual Property Returns(APRs) as available with the competent authority. While screening the Annual Confidential Reports/ the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned at Rule-17(b) & (e) or any other criteria for consideration as per the rules.
 - e) Vigilance Clearance Report
 - f) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/ UGC.
 - g) Performance in the interview/ skill test/ written test, if conducted by the DPC as per rule.
- iv) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like ACRs/ APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

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

19. Mode of Promotion

- i) In addition to the condition for promotion for the posts as specified at para (v) below, the University may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the written tests, interview or other trade/ professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory.
- ii) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/ her eligibility. After completion of formalities such as Annual Performance appraisal reports APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC/ Selection Committee duly approved by the Competent Authority of the University.
- iii) All promotions of the non-teaching staff shall take effect from the date of joining after approval of recommendation of the Department Promotion Committee by the competent authority.
- iv) The qualifying of Typing Test/ Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time. Further, the qualifying of Typing Test/ Skill Test with knowledge of computers shall also be the compulsory requirement for all Stenographers and Personal Assistants of the University who will be considered for promotion as Personal Assistant and Private Secretary as per the eligibility criteria prescribed in these rules.
- v) Either due to non-performance / misconduct/ misbehaviour or violation of Rule 3 – a, b, & c of the CCS Conduct Rules, 1965, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the University shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement. However, when the employee concerned is confirmed on his post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his promotion to the next higher post, if any or upward movement under the Assured Career Progression Scheme (ACPS)/ Modified Assured Career Progression Scheme (MACPS) or the Career Advancement Scheme shall be proportionately increased by one year. In other words such an employee may be considered for promotion/ ACP Scheme/ Modified Assured Career Progression Scheme (MACPS)/ Career Advancement Scheme after one year from the date of his/ her actual date of eligibility.

20. Ad-hoc Promotions:

- i) In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the competent authority may consider relaxation of experience maximum by one year at his discretion to promote an employee on ad-hoc basis after completing all procedural formalities as laid down under Rule-17 to 19 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, the candidate must have maintained at least three outstanding reports in the last 5 years prior to the date of eligibility for such ad-hoc promotion.
- ii) Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these rules, they may also be considered for ad-hoc-promotion against the leave/ lien/ deputation vacancies or in cases where it is not possible to convene the regular meetings of the DPC/ Selection Committee subject to the condition that they have minimum score 5 (Group 'B' & 'C' posts) and 7 (Group 'A' posts) in the preceding years as per rule-17 (e) above. In such cases, ad-hoc promotions may directly be made by the appointing authority at its discretion after proper screening of the relevant records such as nature of vacancy, the APARs, vigilance clearance report(s), seniority list, roster position etc.

21. Panel:

- a) The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year from the date of such approval of the competent authority. It should cease to be in force on the expiry of a period of one year and six months or when a fresh panel is prepared, whichever is earlier.
- b) In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year from the date of such approval of the competent authority.

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

- (i) The financial up-gradation under the ACP/ MACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the orders/ guidelines of UGC/ Government of India as amended/ issued from time to time.
- (ii) The Assured Career Progression Scheme (ACP) shall be valid upto 31.08.2008. The employees who are eligible for financial up-gradation as on 31.08.2008 shall be governed by the ACP Scheme.

- (iii) The Modified Assured Career Progression Scheme(MACP) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-Teaching officials shall be effective from 01.09.2008.
- (iv) In case of up-gradation of pay scale upto the level of Deputy Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate atleast one external expert and other members representing SC/ ST/ OBC/ PWD/ Minorities etc. wherever required as per the guidelines of the UGC/ GOI.
- (v) Any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the University Grants Commission shall be final.

23. Probation:

(i) **In case of direct recruitment**, the selected candidate will be kept on probation for a period as specified vide 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 one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

(ii) **In case of promotion** to the next higher post, the employee(s) shall be kept on probation for a period of two years (no probation in case of promotion within the same group of post) from the date of DPC/ Selection Committee. The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/ she 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 parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.

Note:-

- (i) If an employee who is recruited/ promoted to any post(s), avail leave on piece meal basis or at a time for a period of two months or more during his/ her probation period, his/ her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- (ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an

official is found indifferent, he should be warned of the consequences, i.e. termination of his services/ reversion to the post from which he/ she is appointed / promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

- (iii) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.
- (iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the University. However, in case his request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding application, that he/ she would resign the post in the event of his/ her selection in other department.
- (v) No employee of the University shall be confirmed on his post unless and until he signs the service agreement.

24. Power to Relax:

- (i) Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/ Schedule Tribes/ OBC/ PWD or other reserved categories 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, 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.
- (ii) In addition to above, the relaxation in age shall also be given in respect of the following categories as mentioned against each:-

S.NO.	CATEGORIES OF PERSONS	EXTENT OF AGE RELAXATION
1.	Employees of Central University of Rajasthan	Age limit shall not apply
2.	Contract/ Daily Wage-Workers of Central University of Rajasthan	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the University.
3.	Employees of the Central Government/ State Government/ Central Universities/ UGC maintained Deemed Universities/ Govt./ Govt.-aided College/ Other Central autonomous bodies/ organisations/ Institutions/ Public Sector Undertakings	Relaxation as per Govt. of India norms.

25. Disqualification:

- a) No person who has entered into or contracted a marriage with a person having a spouse living or
- b) Who, having a spouse living has entered into or contracted a marriage with any person.

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 so doing, exempt any person from the operation of these rules.

26. Discipline/ Vigilance Clearance Reports:

- (i) Candidate who is already in service should submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.
- (ii) 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/ information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile etc., the Chief Vigilance Officer of the University shall have the powers to investigate/ inquire into the matter and submit his report to the administration for further action in this regard at any time of recruitment process or employment as per rule.

27. Removal of Difficulties:

- i) The Executive Council may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- ii) All existing rules and orders in relation to the matters covered under these rules, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these rules.

28. Interpretation:

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

29. Amendment of Rules:

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

30. Residuary Matters:

In respect of all matters not specifically provided for 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, will be followed. In case any particular provision in these rules clashes with any provision of the Act / Statutes, the provision of the Act / Statutes shall prevail and the provision in these rules shall stand superseded.

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

Employees appointed shall be liable to serve anywhere in India or/ and abroad.

32. Territorial Jurisdiction:

In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Rajasthan High Court Bench Jaipur.

33. General Terms and Conditions of recruitments:-

- i. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/ interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- ii. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these rules against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
- iii. Candidate who is already in service should submit his/ her application through proper channel. However, he/ she may send an advance copy of his/ her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/ she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.

- iv. It is the responsibility of the candidate to assess his own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.
- v. Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If, any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
- vi. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- vii. The persons appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/ Guidelines of the UGC adopted by the University from time to time .
- viii. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
- ix. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not

found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.

- x. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
- xi. **Nature of Duties:-** The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- xii. The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.
- xiii. The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.
- xiv. The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the University are located or may be located in future.
- xv. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules of the University and also the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- xvi. The candidate applying for the non-teaching posts should send the self attested copies of all certificates relating to his/ her educational qualifications, experience, age, caste and other testimonials along with his/ her application (DOPT O.M. No. K-11022/ 67/ 2012-AR dated 10th May, 2013).

- xvii. A relaxation of marks in case of SC/ ST/ PWD candidates will be applicable as per the Govt. of India guidelines.
- xviii. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- xix. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS
FOR A SEVEN POINTS SCALE**

(Ref. UGC Regulations, 2010)

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

- xx. At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- xxi. The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/ typewriting on computer, record maintenance, operation and maintenance of photocopier/ lamination machines etc. or having adequate experience in some other technical/ professional fields.
- xxii. Candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/ xerox copies of the enclosures to his/ her application, he or she shall not be allowed to appear at the interview and his candidature shall be treated as cancelled without any further communication in this regard.
- xxiii. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall

be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.

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

(iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

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

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

(vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.

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

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

(iii) Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/ c payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances.

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

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

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

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

(a) Selection Committee for statutory posts like Registrar, Finance Officer, Controller of Examinations etc.:

As per Statue 18(2), of the Statutes of the Central Universities Act, 2009 and as amended time to time.

(b) Selection Committee for the posts of Assistant Librarian, Deputy Librarian, Librarian:

As per UGC Regulations, 2010 and as amended time to time.

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

1.	Vice-Chancellor/ Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor) or nominee of the Vice Chancellor not below the rank of Professor	:	Chairman
2.	Two members from amongst the members of Executive Council to be nominated by the Executive Council	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/Women/Differently-abled categories, 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 that category.	:	Member
5.	The Head of Department concerned	:	Member
6.	Registrar	:	Member-Secretary

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

1.	Dean of the concerned School of Studies	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	Member

3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/Women/Differently-abled categories, 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 that category.	:	Member
5.	The Head of the Department / Centre / Institution concerned	:	Member
6.	Registrar / Deputy Registrar* (*in the absence of Registrar, to be nominated by the Vice Chancellor)	:	Member-Secretary

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

1.	Registrar	:	Chairman
2.	One member nominated by the Executive Council	:	Member
3.	Finance Officer or Controller of Examinations or Librarian, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/ Differently-abled categories, 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 that category.	:	Member
5.	Two Expert, not in the service of the University, nominated by the Vice-Chancellor,	:	Member
6.	Any one Deputy Registrar, nominated by the Vice Chancellor	:	Member-Secretary



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

Appendix-2

SCHEDULE

CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2013

Sl. No.	Cadre Structure/ Name of the Post	Page No.
I.	ADMINISTRATIVE / MINISTERIAL SERVICES	
	STATUTORY POSTS	01
1.	Registrar	02
2.	Finance Officer	04
3.	Controller of Examinations	06
	OTHER POSTS	07
4.	Deputy Registrar	08
5.	Assistant Registrar	09
6.	Section Officer	10
7.	Assistant	11
8.	Upper Division Clerk	12
9.	Lower Division Clerk	13
10.	Multi Tasking Staff	15
	ISOLATED POSTS	-
11.	Internal Audit Officer (On Deputation)	16
12.	Public Relations Officer	17
II.	TRANSPORT SERVICES	18
13.	Driver	19
III.	LIBRARY SERVICES	20
14.	Librarian	21
15.	Deputy Librarian	23
16.	Assistant Librarian	24
17.	Information Scientist	25
18.	Professional Assistant	26
19.	Semi Professional Assistant	27
20.	Library Assistant	28
21.	Library Attendant	29
IV.	HEALTH AND MEDICAL SERVICES	30
22.	Medical Officer	31
23.	Nurse	32
24.	Pharmacist	33
25.	Dresser	34
V.	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES	35
26.	System Analyst	36
27.	Senior Technical Assistant (ICT)	37
VI.	OFFICIAL LANGUAGE SERVICES	38
28.	Hindi Officer	39



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

Sl. No.	Cadre Structure/ Name of the Post	Page No.
29.	Hindi Translator	41
VII.	SECRETARIAL SERVICES	43
30.	Private Secretary	44
31.	Personal Assistant	45
VIII.	ENGINEERING SERVICES	46
32.	Executive Engineer	47
33.	Assistant Engineer	49
34.	Junior Engineer (Civil/ Electrical)	51
IX.	SECURITY SERVICES	52
35.	Security Officer	53
36.	Security Inspector	54
X.	TECHNICAL/ LABORATORY SERVICES	55
37.	Senior Technical Assistant	56
38.	Technical Assistant	57
39.	Laboratory Assistant	58
40.	Laboratory Attendant	59
XI.	GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES	
41.	Cook	62
42.	Kitchen Attendant	63
43.	Hostel Attendant	64



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

ADMINISTRATIVE / MINISTERIAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
I.	STATUTORY POSTS			
1	Registrar	A	37400-67000	10000
2	Finance Officer	A	37400-67000	10000
3	Controller of Examination	A	37400-67000	10000
II.	OTHER POSTS			
4	Deputy Registrar	A	15600-39100 37400-67000 (After 05 yrs.)	7600 8700 (After 05 yrs.)
5	Assistant Registrar	A	15600-39100	5400
6	Section Officer	B	9300-34800	4600
7	Assistant	B	9300-34800	4200
8	Upper Division Clerk	C	5200-20200	2400
9	Lower Division Clerk	C	5200-20200	1900
10	Multi Tasking Staff	C	5200-20200	1800
III.	ISOLATED POSTS			
11	Internal Audit Officer (On Deputation)	A	15600 – 39100	7600
12	Public Relations Officer	A	15600-39100	5400



CENTRAL UNIVERSITY OF RAJASTHAN

(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	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
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 its equivalent grade of 'B' in the UGC seven-point scale. ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, alongwith 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. Note: The same qualification will be applicable in case of deputation/ contract.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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/ Contract For a tenure of five years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
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 Selection Committee for Direct Recruitment	i. Vice Chancellor – Chairperson ii. A nominee of the Visitor iii. Two members of the Executive Council



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

		<p>nominated by it.</p> <p>iv. One person not in the service of the University nominated by the Executive Council.</p> <p>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.</p> <p>From above (ii), (iii) & (iv), at least three of them attend the meeting.</p>
--	--	---



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER

1.	Name of Post	Finance Officer
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
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 its equivalent grade of 'B' in the UGC seven-point scale. ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, alongwith 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. Desirable: Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification. Note: The same qualification will be applicable in case of deputation/ contract.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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/ Contract For a tenure of five years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption	Appointment preferably by drawing officers belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt., University System/ Other



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

	to be made	organisation on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.
12.	Composition of Selection Committee for direct recruitment	<p>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.</p> <p>From above (ii), (iii) & (iv), at least three of them attend the meeting.</p>



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

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	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
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 its equivalent grade of 'B' in the UGC seven-point scale. ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, alongwith 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. Desirable: Relevant experience in conducting University/ National level educational institutions examinations or other comparable examinations. Note: The same qualification will be applicable in case of deputation/ contract.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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/ Contract For a tenure of five years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which	Deputation/ Contract As indicated at Col. 7



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

	promotion/ deputation/ absorption to be made	
12.	Composition of DPC or Selection Committee	<ol style="list-style-type: none">i. Vice Chancellor – Chairpersonii. A nominee of the Visitoriii. 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. <p>From above (ii), (iii) & (iv), at least three of them attend the meeting.</p>



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR

1.	Name of Post	Deputy Registrar
2.	Number of Post(s)	Two (02)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 7600 Rs. 37400-67000 (PB-4) + Grade Pay Rs. 8700 (after 5 years of service)
5.	Whether selection or non-selection post	Not Applicable/ Selection
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 its equivalent grade of 'B' in UGC seven-point scale. ii. Nine years' of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration, OR Comparable experience in research establishment and/ or other institutions of higher education, OR 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 promotes	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 25% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 Deputation:- Officers holding analogous posts on regular basis or with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 in the Central/ State Government, Universities and other autonomous organizations.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR

1.	Name of Post	Assistant Registrar
2.	Number of Post(s)	Three (03)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable/ Selection.
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 its equivalent grade of 'B' in the UGC seven-point scale alongwith a good academic record.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800. The ratio for Section Officer and Private Secretary shall be 4:1 for promotion (against post under promotion quota). Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800 in the Central/ State Government, Universities and other autonomous organizations.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1.	Name of Post	Section Officer
2.	Number of Post(s)	Five (05)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable/ Selection.
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. Three years' experience in Administration/ Finance & Accounts in Central/ State Governments University/ Research Institution or Autonomous organization. iii. Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.	25% by direct recruitment (based on written test/skill test and interview) 75% by promotion from the cadre of Assistant according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 Deputation: Officers holding analogous post on regular basis or with three years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 or equivalent in the Central/ State Governments, Universities or autonomous organizations and possess the qualifications and experience as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF ASSISTANT

1.	Name of Post	Assistant
2.	Number of Post(s)	Eight (08)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ Selection.
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. Two years' experience in Administration/ Finance & Accounts in Central/ State Governments University/ Research Institution or Autonomous organization. iii. Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.	50% by direct recruitment (based on written test, skill test and interview) 50% by promotion from the cadre of UDCs according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2400
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1.	Name of Post	Upper Division Clerk
2.	Number of Post(s)	Nine (09)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2400
5.	Whether selection or non-selection post	Not Applicable/ Non Selection.
6.	Age Limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Bachelor's Degree from a recognized University/ Institute ii. Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.	25% by direct recruitment 75% by promotion, failing which by deputation/direct recruitment (as per the discretion of competent authority)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Lower Division Clerk with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1900.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

1.	Name of Post	Lower Division Clerk
2.	Number of Post(s)	Eighteen (18) [including Hindi Typist – 01, LDC (Caretaker) – 02]
3.	Classification	Group ‘C’
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
5.	Whether selection or non-selection post	Not Applicable/ Selection
6.	Age Limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Bachelor’s Degree from a recognized University/ Institute. ii. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. iii. Knowledge of computer applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	As indicated at column 10.
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.	<p>i. 85% by direct recruitment</p> <p>ii. 10% of vacancies shall be filled from amongst the Group ‘C’ Staff in the Grade pay of Rs. 1800 and who possess Senior Secondary (+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years.</p> <p>Note: if more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employee shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>iii. Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group ‘C’ employees who have eight years regular service in posts with the Grade pay of Rs. 1800.</p> <p>Note: Direct Recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/ trade test and</p>



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

		interview.
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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF

1.	Name of Post	Multi Tasking Staff
2.	Number of Post(s)	Six (06)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
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 promotes	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.	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

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	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 7600
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 promotes	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: by drawing officers belonging to Audit and Accounts Services or other similar organized Services in Central/ State Govt., University System/ Other organisation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation:- Officers of Central/ State Governments, Universities and other Autonomous Organizations: holding analogous posts on regular basis OR with three years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 OR with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF PUBLIC RELATIONS OFFICER

1.	Name of Post	Public Relations Officer
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
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. Master's degree in Mass Communication and Journalism with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale alongwith a good academic record from a recognized University/ Institute ii. At least two years of experience in the editorial department of any established English News paper/ Periodical and with excellent command of English and Hindi in speaking.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN
(Established under the Central Universities Act, 2009)

TRANSPORT SERVICES

PAY STRUCTURE

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



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF DRIVER

1.	Name of Post	Driver
2.	Number of Post	Five (05)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
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. Class 10 th standard from a recognized School/ Board. ii. Possession of a valid driving license for L/M/H motor vehicles issued by the competent authority. 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 promotees	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	100% by direct recruitment/ absorption through driving test, knowledge of traffic rules and interview
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Absorption: From amongst the regular Despatch Rider, Bus Conductor and Multi-tasking Staff in the University who possess valid Driving License for L/ M/ H Motor Vehicles and those who fulfill the necessary qualification as prescribed at Col.7
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

LIBRARY SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay/ Academic Grade Pay
1.	Librarian	A	37400-67000	10000
2.	Deputy Librarian	A	15600-39100 37400-67000 (After 3 yrs)	8000 9000 (After 3 yrs)
3.	Assistant Librarian	A	15600-39100	6000
4.	Information Scientist	A	15600-39100	5400
5.	Professional Assistant	B	9300 – 34800	4200
6.	Semi Professional Assistant	C	5200 – 20200	2800
7.	Library Assistant	C	5200 – 20200	2000
8.	Library Attendant	C	5200 – 20200	1800



CENTRAL UNIVERSITY OF RAJASTHAN

(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	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 10000
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: A. i. Master's degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record. ii. At least 13 years' experience as Deputy Librarian in University library or any other library statutory organization or 18 years' experience as a College Librarian. iii. Evidence of innovative Library service and organization of published work. Desirable: M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping. OR B. Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification. Note: Other conditions as per UGC Regulations, 2010.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption,	As per the UGC Regulations, 2010.



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

	grades from which promotion/ deputation/ absorption to be made	
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2010.



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF DEPUTY LIBRARIAN

1.	Name of Post	Deputy Librarian
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 8000 Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 9000 (after three years of service)
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	55 years
7.	Educational and other qualifications required for direct recruits	Essential:- i. Master's degree in Library Science/ Information Science/ documentation with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record. ii. Five years' experience as an Assistant University Librarian/ College Librarian. iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. Desirable:- M.Phil./ Ph.D. degree in Library Science/ Information Science/ documentation/ archives and manuscript keeping, computerization of library. Note: Other conditions as per UGC Regulations, 2010.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per the UGC Regulations, 2010 as amended from time to time



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF ASSISTANT LIBRARIAN

1.	Name of Post	Assistant Librarian
2.	Number of Post	Two (02)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 6000
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. Master's degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of University Assistant Librarian. 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 promotees	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	100% 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	As per the UGC Regulations, 2010.



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF INFORMATION SCIENTIST

1.	Name of Post	Information Scientist
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
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: First class M.E./ M.Tech. (Computer Science/ Information Technology) or equivalent OR First class B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience. OR First Class 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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF PROFESSIONAL ASSISTANT

1.	Name of Post	Professional Assistant
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Master's degree in Library & Information Science ii. Knowledge of Computer Applications. Desirable:- i. Two years' relevant experience. ii. 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 promotees	Age: No Qualification: 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	50% by direct recruitment. 50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 Grade Pay of Rs 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(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	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Bachelor's degree in Library & Information Science/ Bachelor's degree in Library Science or equivalent. ii. Knowledge of Computer Applications Desirable: i. Master in Library & Information Science/ Master in Library Science or equivalent ii. PG Diploma in Library Automation and Networking or PGDCA. iii. Experience of working in Library in University/ National Educational Institutes
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2000.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT

1.	Name of Post	Library Assistant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000
5.	Whether selection or non-selection post	Not Applicable/ selection
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/ Bachelor's degree in Library Science or equivalent. ii. A 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 promotees	Age: No Qualification: 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	75% by direct recruitment 25% by promotion from the cadre of Library Attendant according to seniority-cum-fitness and subject to qualifying the departmental test failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 in Library Science with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800 and qualifying departmental test.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF LIBRARY ATTENDANT

1.	Name of Post	Library Attendant
2.	Number of Post	Four (04)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN
(Established under the Central Universities Act, 2009)

HEALTH AND MEDICAL SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Medical Officer	A	15600 – 39100	5400
2.	Staff Nurse	B	9300 – 34800	4200
3.	Pharmacist	C	5200 – 20200	2800
4.	Dresser/ Medical Attendant	C	5200 – 20200	1800



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF MEDICAL OFFICER

1.	Name of Post	Medical Officer
2.	Number of Post	Two (02)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
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: MBBS recognized by M.C.I. Desirable: i. Post Graduate Medical Qualification from a recognized Institution by the MCI. ii. Preference will be given to experienced candidate. iii. Working experience in a Hospital attached with a Medical College/ Corporate Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF NURSE

1.	Name of Post	Nurse
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
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: i. B.Sc. Nursing from a recognized University/ Institution. OR Diploma in General Nursing and Midwifery (GNM). ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii. Relevant experience of two years in reputed Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF PHARMACIST

1.	Name of Post	Pharmacist
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
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: i. 10+2 or equivalent in Science subjects from a recognized Board or University ii. Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India OR Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India. iii. Registered as Pharmacist under the Pharmacy Act, 1948.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF DRESSER/ MEDICAL ATTENDANT

1.	Name of Post	Dresser/ Medical Attendant
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
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. Matriculation or its equivalent examination from any recognized Board/ University. ii. Elementary knowledge of first aid. iii. One year experience in hospital work or handling of dressing wounds. Desirable: 10+2 with Science Biology subject or equivalent from a recognized Board/ University
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	System Analyst	A	15600 – 39100	5400
2.	Senior Technical Assistant (ICT)	B	9300 – 34800	4200



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SYSTEM ANALYST

1.	Name of Post	System Analyst
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
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: First class M.E./ M.Tech. (Computer Science/ Information Technology) or equivalent OR First class B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience. OR First Class 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
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

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

1.	Name of Post	Senior Technical Assistant (ICT)
2.	Number of Post	Two (02)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. First class B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent. OR First Class Master in Computer Applications (MCA) or equivalent. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute ii. Two years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Technical Assistant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN
(Established under the Central Universities Act, 2009)

OFFICIAL LANGUAGE SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Hindi Officer	A	15600 – 39100	5400
2.	Hindi Translator	B	9300 – 34800	4200



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF HINDI OFFICER

1.	Name of Post	Hindi Officer
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
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	<p>Essential:</p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>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;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized 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;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized 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;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, 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 the degree level.</p> <p style="text-align: center;">AND</p> <p>ii. 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 Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;">OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English</p>



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

		under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by direct recruitment
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. 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR

1.	Name of Post	Hindi Translator
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
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: i. Master's degree of a recognized 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 recognized 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 a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the 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 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; AND ii. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
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; OR with eight years' service in posts in the in the scale of Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900 or equivalent. AND ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN
(Established under the Central Universities Act, 2009)

SECRETARIAL SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Private Secretary	B	9300 – 34800	4600
2.	Personal Assistant	B	9300 – 34800	4200



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

1.	Name of Post	Private Secretary
2.	Number of Post	Five (05)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable/ selection
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. Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m. iii. Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. iv. Knowledge of computer applications. v. Three years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 direct recruitment 25% by promotion through seniority-cum-fitness, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 through seniority-cum-fitness and qualifying the Stenography test.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT

1.	Name of Post	Personal Assistant
2.	Number of Post	Three (03)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
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: i. Bachelor's Degree from a recognized University/ Institute. ii. Proficiency in Stenography in English/ Hindi with minimum speed of 80 w.p.m. iii. Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. iv. Knowledge of computer applications. v. One year' experience as Stenographer in Central/ State Governments, University/ Research Institution or Autonomous organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

ENGINEERING SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Executive Engineer	A	15600-39100	6600
2.	Assistant Engineer	B	9300 – 34800	4600
3.	Junior Engineer	B	9300 – 34800	4200



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF EXECUTIVE ENGINEER

1.	Name of Post	Executive Engineer
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 6600
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	<p>Essential:</p> <ol style="list-style-type: none">Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent.Eight years of experience in relevant field as Assistant Engineer from CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations. <p>Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.</p> <p>Desirable:</p> <ol style="list-style-type: none">At least two years' experience as Executive Engineer, In-Charge of time bound construction projects of multistory buildings and have experience in planning/ estimation/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions.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 promotees	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	100% by direct recruitment, failing which by deputation



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	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 five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area; OR with eight years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER

1.	Name of Post	Assistant Engineer
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable/ Non-selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: A. i. Bachelor's degree in Civil Engineering from a recognized University/ Institute or equivalent. ii. Two years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations. OR B. i. Diploma in Civil Engineering from a recognized University/ Institute ii. Five years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Three years regular service as Junior Engineer possessing a degree in Engineering in the relevant field; OR Five years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field Deputation: Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

		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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

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

1.	Name of Post	Junior Engineer (Civil/ Electrical)
2.	Number of Post	Two (02) – One (Civil), One (Electrical)
3.	Classification	Group ‘B’
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
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 in Engineering (Civil/ Electrical) from a recognized University/ Institute; OR Diploma in Engineering (Civil/ Electrical) from a recognized University/ Institute with at least two years’ experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations. Desirable: Working knowledge of AUTOCAD, other relevant software.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN
(Established under the Central Universities Act, 2009)

SECURITY SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Security Officer	B	9300 – 34800	4600
2.	Security Inspector	C	5200 – 20200	2800



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SECURITY OFFICER

1.	Name of Post	Security Officer
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
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 with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; OR Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10 th standard pass or Army Class I examination or an equivalent examination.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation/ short-term contract: Officers from the Central/ State Government, Universities and other Autonomous organizations:- holding analogous posts on regular basis; OR with three years' regular service in the Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SECURITY INSPECTOR

1.	Name of Post	Security Inspector
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
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: Bachelor's Degree with three years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; OR Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10 th standard pass or Army Class I examination or an equivalent examination.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

TECHNICAL/ LABORATORY SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Senior Technical Assistant	B	9300 – 34800	4200
2.	Technical Assistant	C	5200 – 20200	2800
3.	Laboratory Assistant	C	5200 – 20200	2000
4.	Laboratory Attendant	C	5200 – 20200	1800



CENTRAL UNIVERSITY OF RAJASTHAN

(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	Five (05)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ Non-selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. <u>STA (Instrumental):</u> B.Tech./ B.E. in Instrumentation Science with at least 60% of marks from a recognized University; ii. <u>STA (Physical/ Chemical Science):</u> Master's degree in Physic/ Chemistry with at least 60% of marks from a recognized University;; iii. <u>STA (Biological Science):</u> Master's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 60% of marks from a recognized University;
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Technical Assistant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(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	Eight (08)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential: i. <u>TA (ICT):</u> B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent. OR Master in Computer Applications (MCA) or equivalent. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute AND One year of relevant experience. ii. <u>TA (Instrumental):</u> M.Sc. with at least 55% of marks from a recognized University with two years experience of maintenance scientific instruments; iii. <u>TA (Physical/ Chemical Science):</u> Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory of a University/ National Level R&D Laboratory. iv. <u>TA (Biological Science):</u> Bachelor's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory of a University/ National Level R&D Laboratory.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by	50% by direct recruitment



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

	direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Laboratory Assistant with eight years of regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2000.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF LABORATORY ASSISTANT

1.	Name of Post	Laboratory Assistant
2.	Number of Post	Thirteen (13)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: Bachelor's degree in Science or other relevant field from a recognized University; Desirable: Experience in Science Laboratories of Academic/ Research institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	75% by direct recruitment 25% by promotion based on a departmental test, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
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 PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF LABORATORY ATTENDANT

1.	Name of Post	Laboratory Attendant
2.	Number of Post	Twelve (12)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
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 subjects from a recognised Board. Desirable: Experience of working in a Science Laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Cook	C	5200 – 20200	1900
2.	Kitchen Attendant	C	5200 – 20200	1800
3.	Hostel Attendant	C	5200 – 20200	1800



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF COOK

1.	Name of Post	Cook
2.	Number of Post	Three (03)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential:- i. Class 10 th Standard from a recognized School/ Board ii. Two years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organizations. Desirable:- i. ITI Trade Certificate in Bakery & Confectionery (one year duration) ii. Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Kitchen Attendant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF KITCHEN ATTENDANT

1.	Name of Post	Kitchen Attendant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
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. Class 10 th Standard from a recognized School/ Board. OR ii. Two years' experience as Cook Apprentice in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF HOSTEL ATTENDANT

1.	Name of Post	Hostel Attendant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
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 Desirable: Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	As per Cadre Recruitment Rules (Non-Teaching Employees), 2013 – Appendix-1