

**ANNEXURE III.1a****RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC**

SL. No. (1)	IUAC Designation (2)	Classification (3)	Pay in the pay band + GP (4)	Whether selection or non-selection post (5)	Age limit for direct recruitment (for Cent. & State Govt., Autonomous Bodies, Univ. employees) (6)	Educational and other qualifications required for direct recruitment (7)	Whether age & educational qualifications for the direct recruitment is applicable for promotion/ deputation contract (8)
1.	Multi Tasking Staff	Group C	5200-20200 + 1800	N.A.	18-25 years	Matriculate or equivalent pass	N.A.
2.	LDC	Group C	5200-20200 + 1900	N.A.	18-27 years (40 years)	Intermediate or equivalent with three years of experience in related field with minimum speed of 35 w.p.m.	N.A.

### ANNEXURE III.1b

#### RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC

Sl No.	Period of probation (for direct recruitment)  ( 9 )	Method of recruitment whether by direct recruitment or by deputation/transfer & percent of vacancies to be filled various methods of promotion  ( 10 )	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation transfer is to be made  ( 11 )	Composition of DPC or Selection Committee  ( 12 )
1.	1 year extendable to 2 years	100% by direct recruitment	Not applicable	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
2.	1 year extendable to 2 years	85% by direct recruitment & 10% by promotion	3 years continuous regular service in the grade pay of Rs . 1800 as Multi Tasking Assistant. 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group-C employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800/-	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

**ANNEXURE III.2a**

**RECRUITEMENT RULES FOR ADMINISTRATIVE & SUPPORTING STAFF FOR IUAC**

SL. No.	IUAC Designation	Classification	Pay in the pay band + GP	Whether selection or non-selection post	Age limit for direct recruitment (for Cent. & State Govt., Autonomous Bodies, Univ. employees)	Educational and other qualifications required for direct recruitment	Whether age & educational qualifications for the direct recruitment is applicable for promotion/ deputation contract
( 1 )	( 2 )	( 3 )	( 4 )	( 5 )	( 6 )	( 7 )	( 8 )
1.	Assistant/	Group C	5200-20200 + 2400	N.A.	18-27 years (40 years)	A Bachelor's degree of a recognized university with three years experience in the field of Purchase & Stores/Accounts/Establishment in a Univ./ Govt./ Autonomous Body/ reputed Pvt. Firm	N.A.
2.	Senior Assistant	Group C	9300-34800 + 4200	Non- selection	30 years (35 years)	A Bachelor's degree of a recognized university with at least second class with five years experience in the field of Purchase & Stores/ Accounts/ Establishment in a Univ./ Govt./ Autonomous Body/ reputed Pvt. Firm	N.A.

SL. No.  (1)	IUAC Designation  (2)	Classifi- cation  (3)	Pay in the pay band + GP  (4)	Whether selection or non- selection post  (5)	Age limit for direct recruitment (for Cent. & State Govt., Autonomous Bodies, Univ. employees) (6)	Educational and other qualifications required for direct recruitment  (7)	Whether age & educational qualifications for the direct recruitment is applicable for promotion/ deputation contract  (8)
3.	Section Officer	Group B	9300-34800 + 4600	Selection	35 years (40 years)	<p>Master's degree of a recognized university with five years experience in Personnel/Purchase &amp; Stores/Finance/Accounts/ General Administration in a University/Govt./Autonomous Body /reputed Pvt. Firm</p> <p>OR</p> <p>A Bachelor's degree of a recognized university with second class and 8 years experience in related field.</p> <p>OR</p> <p>A Bachelor's degree of a recognized university with at least second class and a pass at the final examination of Institute of Chartered Accountants or a pas sin SAS examination conducted by the Comptroller and Auditor General of India or equivalent thereof with three years experience in general administration/ finance and accounts in a University/Govt./Autonomous Body/public or private sector undertaking.</p>	

## ANNEXURE III.2b

### RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTING STAFF FOR IUAC

Sl Nos.	Period of probation (for direct recruitment)  ( 9 )	Method of recruitment whether by direct recruitment or by deputation/transfer & percent of vacancies to be filled various methods of promotion  ( 10 )	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation transfer is to be made  ( 11 )	Composition of DPC or Selection Committee  ( 12 )
1.	1 year extendable to 2 years	50% by promotion & 50% by direct recruitment.	8 years continuous regular service in the grade pay of 1900/- as LDC.	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
2.	1 year extendable to 2 years	50% by promotion & 50% by direct recruitment	5 years continuous regular service in the grade pay of 2400/- as Assistant	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
3.	1 year extendable to 2 years	100% by promotion failing which by direct recruitment	5 years continuous regular service in the grade pay of 4200/- as Sr. Assistant.	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

**ANNEXURE III.3a**

**RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC**

Sl. Nos.  ( 1 )	IUAC Designation  ( 2 )	Classifi- Cation  ( 3 )	Pay in the pay band + GP  ( 4 )	Whether selection of non- selection post  ( 5 )	Age limit for direct recruitment (for Cent. & State Govt., Autonomous Bodies, Univ. employees) ( 6 )	Educational and other qualifications required for direct recruitment  ( 7 )	Whether age & educational qualifications for the direct recruitment is applicable for promotion/ deputation contract  ( 8 )
1.	Stenographer	Group C	5200-20200 + 2400	N.A.	25 years (35 years)	A Bachelor's degree of a recognized university with a minimum speed of 80 wpm in shorthand and 40 wpm in typing. Three years experience as Stenographer in Univ./Govt./Autonomous Body/reputed Pvt. Firm. Experience in computer operation/Data logging desirable.	N.A.
2.	Personal Assistant	Group C	9300-34800 + 4200	Non- Selection	28 years (35 years)	A Bachelor's degree of a recognized university with a minimum speed of 100 wpm in shorthand and 40 wpm in typing. Five years experience as Stenographer in univ./Govt./Autonomous Body/reputed Pvt. Firm. Experience in computer operation desirable.	N.A.
3.	Personal Secretary	Group B	9300-34800 + 4600	Selection	35 years (40 years)	A Bachelor's degree of a recognized university with a minimum speed of 120 wpm in shorthand and 40 wpm in typing. Eight years experience as Personal Assistant in Univ./Govt./ Autonomous Body/reputed Pvt. Firm. Experience in computer operation desirable.	N.A.

**ANNEXURE III.3b**

**RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC**

Sl Nos.	Period of probation (for direct recruitment)  ( 9 )	Method of recruitment whether by direct recruitment or by deputation/transfer & percent of vacancies to be filled various methods of promotion  ( 10 )	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation transfer is to be made  ( 11 )	Composition of DPC or Selection Committee  ( 12 )
1.	1 year extendable to 2 years	100% by direct recruitment	Not applicable	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
2.	1 year extendable to 2 years	50% by promotion & 50% by direct recruitment	5 years continuous regular service in the grade pay of 2400/- as Stenographer	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
3.	1 year extendable to 2 years	100% by promotion failing which by direct recruitment	5 years continuous regular service in the grade pay of 4200/- as Personal Assistant	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

**ANNEXURE III.4a**

**RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC**

SL. No.	IUAC Designation	Classification	Pay in the pay band + GP	Whether selection of non-selection post	Age limit for direct recruitment (for Cent. & State Govt., Autonomous Bodies, Univ. employees)	Educational and other qualifications required for direct recruitment	Whether age & educational qualifications for the direct recruitment is applicable for promotion/ deputation contract
( 1 )	( 2 )	( 3 )	( 4 )	( 5 )	( 6 )	( 7 )	( 8 )
1.	Driver	Group C	5200-20200 + 1900 (GP) (30% of total driver's strength)	N.A.	30 years (35 years)	8 <sup>th</sup> class pass. Must have valid driving licence for light motor vehicle and five years driving experience	N.A.
2.	Driver Grade II	Group C	5200-20200 +2400 (GP) (30% of total drivers' strength)	Non-selection	Not applicable	Not applicable	N.A.
3.	Driver Grade I	Group C	5200-20200 + 2800 (GP) (35% of Drivers' strength)	Non-selection	Not applicable	Not applicable	N.A.
4.	Special Grade	-	9300-34800 + 4200 (GP) (5% of total Drivers' Strength)	Non-selection	Not applicable	Not applicable	N.A.



**ANNEXURE III.4b**

**RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC**

Sl No.	Period of probation (for direct recruitment)  ( 9 )	Method of recruitment whether by direct recruitment or by deputation/transfer & percent of vacancies to be filled various methods of promotion  ( 10 )	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation transfer is to be made  ( 11 )	Composition of DPC or Selection Committee  ( 12 )
1.	1 year extendable to 2 years	100% by direct recruitment	Not applicable	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
2.	N.A.	100% by promotion subject to passing of trade test	9 years continuous regular service in the grade pay of Driver 1900/-	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
3.	N.A.	100% by promotion subject to passing of trade test	6 years continuous regular service in Driver Grade II or 15 years continuous regular service in Grade II & ordinary grade put together	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
4.	N.A.	100% by promotion subject to passing of trade test	3 years regular continuous service in the Grade I of Driver shall be placed within the ratio of 5% of total strength of Driver position	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

**ANNEXURE III.5a**

**RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC**

SL. No. ( 1 )	IUAC Designation ( 2 )	Classifi- Cation ( 3 )	Pay in the pay band + GP ( 4 )	Whether selection of non- selection post ( 5 )	Age limit for direct recruitment (for Cent. & State Govt., Autonomous Bodies, Univ. employees) ( 6 )	Educational and other qualifications required for direct recruitment ( 7 )	Whether age & educational qualifications for the direct recruitment is applicable for promotion/ deputation contract ( 8 )
1.	Admn. Officer Grade I	Group A	15600-39100 + 5400 (GP)	Selection	40 years (45 years)	Master's degree with 55% marks or its equivalent grade B in the UGC seven-point scale with 5 years experience in Personnel / Purchase & Stores / Finance & Accounts on Govt. / Univ / Autonomous body in supervisory capacity.	N.A.
2.	Admn. Officer (Sr. Scale)	Group-A	15600-39100 + 6600 (GP)	Selection	N.A.	N.A.	N.A.
3	Sr. Admn Officer	Group A	15600-39100 + 7600 (GP)	Selection	45 years (50 years)	<p><b>1)</b> A Master's degree with 55% marks or its equivalent grade B in the UGC seven-point scale.</p> <p><b>2)</b> Nine years' of experience as Assistant Professor (AGP of Rs.6000/-) with experience in education administration Or</p> <p><b>3)</b> Comparable experience in research establishment and /or other institutions of higher education Or</p> <p><b>4)</b> 5 years' of administrative experience as Assistant Registrar or in an equivalent post</p>	N.A.

### ANNEXURE III.5b

#### RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF FOR IUAC

Sl No.	Period of probation (for direct recruitment)  ( 9 )	Method of recruitment whether by direct recruitment or by deputation/transfer & percent of vacancies to be filled various methods of promotion  ( 10 )	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation transfer is to be made  ( 11 )	Composition of DPC or Selection Committee  ( 12 )
1.	1 year extendable to 2 years	50% by promotion & 50% by direct recruitment	5 years continuous regular experience in the grade pay of Rs. 4600/- as Section Officer/PS. Must pass written test in accounting / purchase procedure & service regulations.	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
2.	N.A.	100% by promotion; the promotion to this scale will be restricted to 50% of the total strength of Admn. Officer, Grade-I.	8 years of continuous service in the grade of Admn. Officer with grade pay 5400/-.	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.
3.	1 year extendable to 2 years	75% by direct recruitment and 25% by promotion failing which by transfer on deputation	8 years continuous regular service in the grade pay of Rs. 6600/-.	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.