



# ओड़िशा केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम, 2009 के तहत स्थापित)

## Central University of Odisha

(Established Under the Central Universities Act, 2009)  
Post: - NAD, Sunabeda, Dist. - Koraput, Odisha. PIN - 763 004

### Employment Notification for Non-Teaching Positions

Advertisement No. 04/2023

Date: 10-02-2023

Applications in the prescribed format are invited from eligible Indian citizens for filling in various Non-Teaching positions on direct /deputation recruitment basis in the Central University of Odisha.

Candidates are required to be familiar with rules, regulations and functioning of the University with basic knowledge of computer applications. Candidates possessing higher qualification and experience than prescribed for the post may be preferred.

Candidates are required to send their applications with all testimonials by Speed Post or Registered Post to reach **The Professor (i/c), Recruitment Cell, Central University of Odisha, PO-NAD, Sunabeda, Koraput - 763 004 Odisha on or before 10-03-2023.**

For further details please logon to our website [www.cuo.ac.in](http://www.cuo.ac.in)

Any addendum/corrigendum and further information shall be posted only on the University website.

**NB:** Candidates who applied for any post in response to the Advertisement No. 02/2020 dated 24-07-2020 and Advertisement No. 01/2021 dated 02-02-2021 need not apply for the same post nor should they pay any application fee for the same.

Sd/-  
REGISTRAR

**1. DETAILS OF POSTS, CATEGORY & PAY SCALE:**

Sl. No	Name of the post	Group	No. of posts/Category	Pay Level in the pay Matrix as per 7 <sup>th</sup> CPC	Pay Band & Grade Pay as per 6 <sup>th</sup> CPC
(1)	(2)	(3)	(4)	(5)	(6)
<b>DIRECT RECRUITMENT</b>					
01	DEPUTY LIBRARIAN	A	01(UR)	Level 12	PB:3: Rs.15600-39100 AGP-8000/-
02	SYSTEM ANALYST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
03	HINDI OFFICER	A	01 (UR)	Level 10	PB:3:Rs. 15600-39100 GP-5400/-
04	INFORMATION SCIENTIST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
05	ASSISTANT REGISTRAR	A	02 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
06	ASSISTANT LIBRARIAN	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 AGP Rs.6000/-
07	MEDICAL OFFICER	A	01 (UR) (Female-01)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
08	PRIVATE SECRETARY	B	05 (UR-04; OBC-1)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
09	SECTION OFFICER	B	02 (UR-01; OBC-01)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
10	HINDI TRANSLATOR	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
11	JUNIOR ENGINEER (CIVIL/ELECTRICAL)	B	02 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
12	ASSISTANT	B	02 (UR-01; UR-PwBD- 01)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
13	PERSONAL ASSISTANT	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
14	STATISTICAL ASSISTANT	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
15	SEMI-PROFESSIONAL ASSISTANT	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-

16	PHARMACIST	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
17	TECHNICAL ASSISTANT	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
18	SECURITY INSPECTOR	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
19	UPPER DIVISION CLERK	C	02 (UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
20	LABORATORY ASSISTANT	C	03 (UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
21	LIBRARY ASSISTANT	C	01 (UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
22	HINDI TYPIST	C	01 (UR)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
23	LOWER DIVISION CLERK	C	17 (UR-07, UR-PwBD 01; ST-04; OBC-02; SC-02; EWS-01)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
24	DRIVER	C	05 (UR-04, ST-01)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
25	COOK	C	03 (UR)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
26	LABORATORY ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
27	LIBRARY ATTENDANT	C	04 (UR-3,ST-1)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
28	MEDICAL ATTENDANT/DRESSER	C	01 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
29	MTS (MULTI TASKING STAFF)	C	06 (UR-02, SC-01,ST-01, OBC-01, EWS-01)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
30	KITCHEN ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
31	HOSTEL ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-

Sl. No	Name of the post	Group	No. of posts/Category	Pay Level in the pay Matrix as per 7 <sup>th</sup> CPC	Pay Band & Grade Pay as per 6 <sup>th</sup> CPC
(1)	(2)	(3)	(4)	(5)	(6)
<b>DEPUTATION</b>					
01	SECTION OFFICER	B	01	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
02	ASSISTANT	B	04	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
03	PERSONNAL ASSISTANT	B	02	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
03	TECHNICAL ASSISTANT	C	01	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
04	UPPER DIVISION CLERK	C	06	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-

Abbreviations: UR: Unreserved; OBC: Other Backward Classes; SC: Schedule Caste; ST: Schedule Tribe; EWS: Economically Weaker Section, PwBD: Persons with Benchmark Multiple Disabilities (as defined under OM Dt.15.01.2018 of the Ministry of Personnel & training, Govt. of India)

**NB:**

*I. Candidates who applied earlier against University Advertisement No.02/2020 dated 24-07-2020 need not apply again. However, they may send their updated bio-data providing reference to their earlier application and payment made.*

*II. Reservation is not applicable for the posts to be filled in by deputation basis. However, if the number of posts is fairly substantial, eligible candidates belonging to SC/ST category shall be considered subject to availability.*

**2. ELIGIBILITY CRITERIA AS PER CADRE RECRUITMENT RULES)**

**1. DEPUTY LIBRARIAN**

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

## 2. SYSTEM ANALYST

1.	Name of Post	<b>System Analyst</b>
2.	Number of Post	1 (One)
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/GradePay/Pay Level	Level 10
5.	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><b>Essential Qualification :</b></p> <ol style="list-style-type: none"> <li>1. B.E./B.Tech. in Computer Science &amp; Engineering/Electronics Engineering.</li> <li>2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. M.E./M.Tech. in Computer Science &amp; Engineering/ Electronics Engineering/M.Sc. Computer Science/ MCA.</li> <li>2. 03 years' programming experience in languages like C/C++/ JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization.</li> </ol>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

### 3. HINDI OFFICER

1	Name of Post	<b>Hindi Officer</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A

4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></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;"><b>OR</b></p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;"><b>AND</b></p> <p>Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p style="text-align: center;"><b>OR</b></p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p>

		<b>Desirable Qualifications:</b> Studied one of the languages other than Hindi included in the 8 <sup>th</sup> schedule of the Constitution at 10 <sup>th</sup> level from a recognised board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

#### 4. INFORMATION SCIENTIST

1	Name of Post	<b>Information Scientist</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent. <b>OR</b> First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience. <b>OR</b>



		<p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)</p> <p><b>Desirable Qualification:</b> Relevant experience in Library/ office automation/ server configuration/ maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/ information systems/ gateway and networking.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Deputation:</b> Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department or</p> <p>(ii) with 5 years' service rendered after appointment to the post on regular basis in the Level 6/7 or equivalent in the parent cadre or department; and</p> <p>(iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## 5. ASSISTANT REGISTRAR

1	Name of Post	<b>Assistant Registrar</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	<b>Essential Qualifications:</b> I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from arecognized 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 post to be filled by various methods.	50% by direct recruitment  50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> 5 years of regular service as Section Officer / PrivateSecretary (pay level 7 & above).  Based on merit from among the eligible candidates having requisiteexperience from feeder cadres on the basis of a written test. <b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

## 6. ASSISTANT LIBRARIAN

1	Name of Post	<b>Assistant Librarian</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. A Master’s degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)</li> <li>ii. A consistently good academic record with knowledge of computerization of library.</li> <li>iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:</li> </ol> <p>Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:</p> <ol style="list-style-type: none"> <li>a) The Ph.D. degree of the candidate has been awarded in regular mode</li> <li>b) The Ph.D. thesis has been evaluated by at least two external examiners;</li> </ol>

		<p>c) Open Ph.D. viva voce of the candidate had been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p> <p>Note:</p> <p>(i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
8	Whether Age and educational qualifications prescribed for directrecruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or SelectionCommittee	As per UGC Regulations 2018

## 7. MEDICAL OFFICER (FEMALE)

1	Name of Post	<b>Medical Officer (Female)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-

	Pay	
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> MBBS Degree with 55% Marks recognised by MCI.  <b>Desirable:</b> Post Graduate Qualification from a recognized Institution by the MCI. Preference will be given to experienced candidate. Working experience in a Hospital attached with a Medical College / Corporate Hospital.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	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 Act, Statute and Ordinance of the CUO.

## 8. PRIVATE SECRETARY

1	Name of Post	<b>Private Secretary</b>
2	Number of Post (s)	5 (Five)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years

7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from a recognized University/Institute.</li> <li>2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</li> <li>3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi</li> <li>4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</li> <li>5. Knowledge of computer applications.</li> </ol> <p><b>Skill Test Norms on Computer:</b>  Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi  Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p><b>Desirable:</b>  Proficiency in English &amp; good communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic 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 post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b>  Personal Assistant with 05 (five) years regular service in Level 6 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.</p> <p><b>Deputation:</b>  Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of DPC or Selection	As per schedule II of these Rules.

	Committee	
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## 9. SECTION OFFICER

1	Name of Post	<b>Section Officer</b>
2	Number of Post (s)	3 (Three): (2-Direct, 1-Deputation)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation.  25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> 05 years of regular service from the feeder grade of Assistant in Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above.  <b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.

12	Composition of DPC or Selection Committee	As per schedule II of these Rules
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### 10. HINDI TRANSLATOR

1	Name of Post	<b>Hindi Translator</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></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;"><b>OR</b></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;"><b>OR</b></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;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;"><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; 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.</p> <p>Studied one of the languages other than Hindi included in the</p>



		8 <sup>th</sup> schedule of the Constitution at 10 <sup>th</sup> level from a recognized board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

### 11. JUNIOR ENGINEER (CIVIL / ELECTRICAL)

1	Name of Post	<b>Junior Engineer</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.</p>

8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## 12. ASSISTANT

1	Name of Post	<b>Assistant</b>
2	Number of Post (s)	6 (Six): (2-Direct, 4-Deputation)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Bachelor Degree from a recognized University / Institution.  Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.  Proficiency in Typing, Computer applications, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the	Age: No Academic Qualification: Yes (As indicated at column 7)

	case of promotions	
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

### 13. PERSONAL ASSISTANT

1	Name of Post	<b>Personal Assistant</b>
2	Number of Post (s)	3 (Three): (1-Direct, 2-Deputation)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.</li> <li>3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> <li>5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.</li> </ol> <p><b>Desirable:</b> Proficiency in English and good communication</p>

		skills. <b>Skill Test Norms on Computer:</b> Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Stenographer with 05 (five) years regular service in Level 4 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.  <b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.

#### 14. STATISTICAL ASSISTANT

1	Name of Post	<b>Statistical Assistant</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years

7	Educational and other qualifications required for direct recruits	Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's degree in Economics with Statistics as one of the subjects OR Bachelor's degree in Commerce with Statistics as one of the subjects
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
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 schedule II of these Rules.

### 15. SEMI PROFESSIONAL ASSISTANT

1	Name of Post	<b>Semi Professional Assistant</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years

7	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> Master's Degree in Library Science and Information Science from any recognised University/Institution <b>OR</b> Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	75% by Promotion failing which by direct recruitment.25% by Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Library Assistant with 5 years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## 16. PHARMACIST

1	Name of Post	<b>Pharmacist</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/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	Education and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's Degree in Pharmacy with at least 50% marks from any recognised Institute/ University recognised by the Pharmacy Council of India. <b>OR</b> D.Pharm with at least 50% marks with 5 years of experiences from a hospital or reputed Institution.

		Registered as Pharmacist under the Pharmacy Act 1948
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	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 Act, Statute and Ordinance of the CUO.

### 17. TECHNICAL ASSISTANT

1	Name of Post	<b>Technical Assistant</b>
2	Number of Post (s)	2 (Two): (1-Direct, 1-Deputation)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Non Selection Not Applicable in case of direct recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.  The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the	No

	case of promotions	
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Laboratory Assistant with five years of regular service in Level 4 according to seniority-cum-fitness failing which by direct recruitment/deputation
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

### 18. SECURITY INSPECTOR

1	Name of Post	<b>Security Inspector</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License (LMV / Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years



10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	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 schedule II of these Rules.

### 19. UPPER DIVISION CLERK

1	Name of Post	<b>Upper Division Clerk</b>
2	Number of Post (s)	8 (Eight): (2- Directs, 6-Deputation)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation / absorption to be made	<b>Promotion:</b> Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

## 20. LABORATORY ASSISTANT

1	Name of Post	<b>Laboratory Assistant</b>
2	Number of Post (s)	3 (Three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.  The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## 21. LIBRARY ASSISTANT

1	Name of Post	<b>Library Assistant</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment

11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## 22. HINDI TYPIST

1	Name of Post	<b>Hindi Typist</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

### 23. LOWER DIVISION CLERK

1	Name of Post	<b>Lower Division Clerk</b>
2	Number of Post (s)	17 (Seventeen)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> (i) A Bachelor's Degree from any recognized Institute/University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	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 post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years**  Note: The panel shall be valid for a period of one year.  iii. <b>Promotion:</b> 5% of the vacancies shall be filled on seniority- cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent.

		<b>The relaxation of Skill/Typing Test for the promotion from MTS toLDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22<sup>nd</sup> April, 2015.</b>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	As in Column No. 10
12	Composition of DPC or Selection Committee	<b>As per schedule II of these Rules.</b>

#### 24. DRIVER

1	Name of Post	<b>Driver</b>
2	Number of Post (s)	5 (Five)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> (i) 10 <sup>th</sup> Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment through driving test, knowledge of traffic rules and skill test.

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 schedule II of these Rules.

## 25. COOK

1	Name of Post	<b>Cook</b>
2	Number of Post (s)	3 (Three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> 1. 10 <sup>th</sup> Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable

12	Composition of DPC or Selection Committee	As per schedule II of these Rules.
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## 26. LABORATORY ATTENDANT

1	Name of Post	<b>Laboratory Attendant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 10+2 with Science stream from any recognized Central/ State Board  <b>OR</b> 10 <sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## 27. LIBRARY ATTENDANT

1	Name of Post	<b>Library Attendant</b>
2	Number of Post (s)	4 (Four)



3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## 28. MEDICAL ATTENDANT / DRESSER

1	Name of Post	<b>Medical Attendant / Dresser</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years

7	Education and other qualifications required for direct recruits	<p><b>Essential :</b> Matriculation or its equivalent examination from any recognized Board.</p> <p>Elementary knowledge of first aid.</p> <p>One year experience in hospital work or handling of dressing wounds.</p> <p><b>Desirable:</b> 10+2 with Science Biology subject or equivalent from a recognized Board/University.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	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 Act, Statute and Ordinance of the CUO.

## 29. MULTI TASKING STAFF

1	Name of Post	<b>Multi-Tasking Staff (MTS)</b>
2	Number of Post (s)	6 (Six)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> 10<sup>th</sup> Pass from a recognized Board.</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI Pass.</p>

8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
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 schedule II of these Rules.

### 30. KITCHEN ATTENDANT

1	Name of Post	<b>Kitchen Attendant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>1. 10<sup>th</sup> Pass from any State/ Central School / Board.</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI Trade Certificate in the relevant trade.</p> <p>2. Two years experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable

9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

### 31. HOSTEL ATTENDANT

1	Name of Post	<b>Hostel Attendant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> (i) 10 <sup>th</sup> Pass from any State/ Central School / Board  <p style="text-align: center;"><b>OR</b></p> ITI Pass  (ii) At least two years of experience in a Hostel / Canteen/ Hotel/ GuestHouse etc.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment

11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

### 3. GENERAL INSTRUCTIONS FOR APPLICANTS

- i) It shall be the responsibility of the candidates to ascertain their own eligibility for the post for which they are applying in accordance with the prescribed qualifications, experience etc.
- ii) The date of birth is acceptable only as mentioned in the SSC/ Matriculation certificate issued by the concerned educational board / university.
- iii) The date of determining the eligibility of applicants in all respects will be the closing date of the applications.
- iv) Relaxation in age, qualification shall be applicable to SC, ST, OBC and PwBD categories as per Govt. of India rules and regulations issued from time to time
- v) Appropriate age relaxation for internal candidates working in the University irrespective of the nomenclature of the post /designation/ category of these employees, shall be extended provided they were eligible in this respect at the time of joining the University.
- vi) Applicants belonging to SC/ST/OBC/PwBD categories shall submit respective category and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India. Applicants under OBC category coming under creamy layer will not be entitled to the benefits of reservation and should apply as unreserved category.
- vii) Provisions for Economically Weaker Sections (EWS), when applicable, shall be governed by DoPT guidelines issued from time to time.
- viii) Candidates who are already in Central / State Government / PSU/ Autonomous Institution services shall submit their applications through proper channel. However, they may send an advance copy of their application. In case their applications are not forwarded due to whatever reasons, they must produce a *No Objection Certificate* along with the *Vigilance Clearance Certificate* from the employer in a sealed cover at the time of written test /skill test/interview.
- ix) Certificates in support of experience should be in proper format i.e., it should be on the organisation's letter head mentioning date of issue, period of experience, pay level/grade pay, and the name and designation of the issuing authority along with signature and date.
- x) In case a candidate is applying on deputation basis, the deputation will be governed by the terms and conditions as mentioned in the DoPT OM No. 6/8/2009-Estt. (Pay. II) Dated 17th June, 2010 and amendments issued from time to time.
- xi) Moreover, the application for appointment on deputation should be forwarded by the employer along with the *No Objection Certificate*; *Annual Performance Appraisal Reports (APARs)/ACR* for the preceding five years and current *Vigilance Clearance Certificate*, duly certified by the Competent Authority.

- xii) Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates, shall lead to disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith.
- xiii) The university shall verify the antecedents submitted by the applicant at any time of appointment or during the service. If it is detected at any stage that the information given in the application is incorrect / false, the candidature / appointment shall be summarily cancelled / terminated.
- xiv) In case of any ambiguity pertaining to the eligibility criteria for any post, or during the entire process of recruitment, the decision of the Competent Authority of the University shall be final. No correspondence will be entertained in this connection from any individual (s)/ representatives.
- xv) Applicants intending to apply for more than one post should submit separate application for each post along with requisite fee.
- xvi) The selection will be based on written test / trade test/skill test and / interview, as applicable under Cadre Recruitment Rules of the University.
- xvii) Candidates, familiar with rules, regulations and functioning of the University, possessing higher educational qualification than minimum essential qualification as well as with hands on experience in computers, will be preferred during screening of applications.
- xviii) The appointment shall be governed by National Pension system (NPS) as applicable to the employees of Central Autonomous Bodies who have joined on or after 01-01-2004. Employees joining Central University of Odisha from pensionable establishments, however, shall be governed by pension scheme of the parent organisation only till such time as they retain lien with the parent post.
- xix) No TA/DA will be paid to the candidates for attending Written Test / Skill Test / Interview.
- xx) Any information related to the advertisement shall be displayed in the University Website ([www.cuo.ac.in](http://www.cuo.ac.in)) only. Applicants are advised to visit the website regularly.
- xxi) The University reserves the right to rectify any discrepancy in the advertisement, if found later, as well as to modify / cancel any communication made to the candidate.
- xxii) The University also reserves the right to withdraw any advertisement, either partly or wholly, at any time without assigning any reason.
- xxiii) Any issue not covered in the instruction shall be decided by the Competent Authority of the University and the decision shall be final and binding on all applicants.
- xxiv) Application Form is available in the website [www.cuo.ac.in](http://www.cuo.ac.in) for download and use.
- xxv) Candidates are advised to submit their application along with all supporting documents pertaining to age, category, educational qualifications, experience etc to **The Professor (i/c), Recruitment Cell, Central University of Odisha, PO-NAD, Sunabeda, Koraput - 763 004 Odisha on or before 10-03-2023** by Speed/ Registered post only.
- xxvi) The application along with all serially page-numbered enclosures/documents in support of the candidature must be sent in an envelope of suitable size and quality. The envelop should be superscripted on the top as APPLICATION FOR THE POST OF -----  
AGAINST ADVT. No.----- DATE-----

xxvii) The closing date for receiving applications by post is **10.03.2023**.

xxviii) Application received after the last date will not be entertained. The University shall not be responsible for any postal delay.

#### 4. GUIDELINE FOR PAYING APPLICATION FEE

*Applicants shall be required to pay application fee by net-banking / debit / credit cards only through SBI Collect. Bank charge/commission on transaction is as per rule.*

Post	Category	Fee to be paid
Group –A (All)	General and OBC	Rs. 1000.00
Female, SC/ST and PwBD category applicants need not pay any Application fee		

Post	Category	Fee to be paid
Group –B (All)	General and OBC	Rs. 750.00
Female, SC/ST and PwBD category applicants need not pay any Application fee		

Post	Category	Fee to be paid
Group –C (All)	General and OBC	Rs. 500.00
Female, SC/ST and PwBD category applicants need not pay any Application fee		

*Note: The fee once paid shall not be refunded or re-adjusted under any circumstance. The applicants need to submit SBI e-challan with application form.*

**NB:** Candidates who applied for any post in response to the Advertisement No. 02/2020 dated 24-07-2020 and Advertisement No. 01/2021 dated 02-02-2021 need not apply for the same post nor should they pay any application fee for the same.

*Following steps are to be followed for making payment:*

- a. Access <https://www.onlinesbi.com>
- b. Click on State Bank Collect
- c. Click Checkbox to accept 'Terms & conditions'
- d. Click on 'Proceed'
- e. Select State as 'Odisha'
- f. Select Type of Category as 'Educational Institutions'
- g. Click on 'Go'
- h. Select the Name of the institution as "CENTRAL UNIVERSITY OF ODISHA"
- i. Select the payment category as “Non-Teaching Recruitment Application Fee ”
- j. On the next screen, enter the Name of Applicant, Post applied for, Group, Pay Level, Category, and Gender and in the bottom portion of the page Enter Name, Date of Birth, and Mobile number for printing receipt
- k. Proceed as instructed and click on 'Submit'
- l. On the next screen, verify the details and click on 'Confirm'. If there is any correction please go

- back and do the correction
- m. Now you will be taken to the payment gateway
  - n. Select appropriate 'Mode of Payment'
  - o. Check the charges/commission applicable for selected 'Mode of Payment' and pay 'online' using Internet Banking/Credit Card/Debit Card
  - p. Print the receipt for your record

Sd/-  
REGISTRAR