

1.	Name of the Post	LOWER DIVISION CLERK
2.	Number of Post(s)	Sanctioned Strength As per Schedule-I
3.	Classification	Group 'C'
4.	Scale of Pay	PB-1- Rs.5200-20200 + Rs.1900/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	30 Years (Relaxation as prescribed in the Bye-Laws)
8.	Educational & Other qualifications	<p><u>Essential</u></p> <p>12th Class or equivalent qualification from a recognized Board or University.</p> <p><u>Skill test norms on Computer</u></p> <p>English typing @ 35 w.p.m. or Hindi/Sanskrit typing @ 30 w.p.m. (time allowed 10 minutes).</p> <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word.)</p> <p><u>Desirable</u></p> <p>(i) Knowledge of Sanskrit.</p> <p>(ii) B.A. or equivalent with Sanskrit as one of the subjects.</p> <p><u>Note:</u></p> <p>Other things being equal, preference will be given to those who know the typing in Hindi, English as well as Sanskrit.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	In case of Age – Not applicable For Qualification: As prescribed in column 8
10.	Period of probation, if any	As prescribed in Bye-Laws
11.	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	(i) 80% by direct recruitment (ii) 20% by promotion from amongst the Group C Staff in the Grade pay of Rs.1800 and having experience of 3 years regular service in the grade on the basis of departmental qualifying examination.

		Note: In the case of promotion quota if the resultant number of vacancies vis-a-vis sanctioned posts are in the fractions then the number of post/s to be filled up will be decided by the Vice-Chancellor which shall be final.		
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	As mentioned in Column 11		
13.	Composition of Selection Committee/ Departmental Promotion Committee		Direct/DPC (for HQ Office)	Direct/DPC (for Campus)
		Chairman	Registrar	Principal/Professor In-charge
		Member	Nominee of Vice-Chancellor	One senior most faculty member of the campus
		Member	One expert member to be nominated by Chairman of BOM	Sansthan's representative to be nominated by Vice-Chancellor
		Member	Representative of SC/ST	Representative of SC/ST
		Member-Secretary	Deputy Registrar/ Deputy Director (Admn.)	Assistant Registrar/ Section Officer (Admn.)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.		
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		