

GURU TEGH BAHADUR INSTITUTE OF TECHNOLOGY
G-8 Area, Rajouri Garden, New Delhi.

RECRUITMENT & PROMOTION RULES

- 1) **Short Title & Commencement**
 - a) These rules will be called Guru Tegh Bahadur Institute of Technology (GTBIT) recruitment & promotion rules for non-teaching staff, 2016. They cover all appointments & promotions of non-teaching staff of the institute for all posts.
 - b) These rules shall come into force w.e.f. the date when notified.
- 2) **Definitions**
 - a) **The Institute** means Guru Tegh Bahadur Institute of Technology, Rajouri Garden, New Delhi.
 - b) **D.S.G.M.C.** means Delhi Sikh Gurdwara Management Committee.
 - c) **Central Government** means the Government of India.
 - d) **State Govt.** means the Government of NCT Delhi.
 - e) **Appendix** means an appendix to the schedule of these rules.
 - f) **Departmental Candidate** means those employees appointed by this institute and working on regular basis in the institute.
 - g) **Non-Teaching staff** means the employees of the institute other than the Faculty and such other employees.
 - h) **On Probation with relation to a person** means a person appointed to any post on probation as specified in these rules.
 - i) **Regular Service** means service rendered by an employee appointed in GTBIT in a cadre on regular basis against a post. The term shall not include an employee who has worked or currently working on adhoc, daily wages or contract basis or employees transferred from other institutes.
 - j) **Schedule** means a schedule annexed to these rules.
- 3) **Selection Committee** means a composition of members of selection committee constituted for the purpose of selection of suitable eligible candidates through direct recruitment against sanctioned cadre post on regular basis, deputation, contract basis respectively. The appointment of members of the selection committee will be made as and when needed by the appointing authority or an authority higher thereto, for the post for which the appointment/recruitment is required to be made.

The selection committee will consist of atleast 4 (four) members of which atleast one member will be an outside expert of relevant discipline.

- 4) **Screening Committee** means a composition of members so appointed for the purpose to screen applications received for a post to short list the eligible candidates for interview, etc.
- 5) **Departmental Promotion Committee (DPC)** means a composition of members appointed by the appointing authority or an authority higher thereto for the purpose of considering departmental candidates for promotion, confirmation on successful completion of probation period, time scale promotion, upgradation, or other purposes as provided in these rules.
- 6) **Number of Posts** shall be the posts sanctioned by the competent authority i.e. D.S.G.M.C./Governing body of the institute or other competent authority specified by DSGMC, which may vary from time to time.
- 7) **Method of appointment** will be as given in schedule to these rules.
- 8) **Eligibility Criteria** will be as given in Schedule to these rules. The cut-off date to assess eligibility for promotion vacancies shall be the 1st of January / 1st of July.
- 9) **Cadre Management** shall be undertaken in accordance with these rules in respect of all non-teaching staff appointed in GTBIT and born on the institute roster as regular employees on the date of notification of these rules. The following provision shall apply:-
 - a) The existing non-teaching employees appointed by the institute and on the roster of regular employees on the day, these rules come into force shall be deemed to have been recruited under these rules, subject to necessary modification in their designations/cadres/payscale, wherever needed so as to adjust them in the framework of these R&P rules. Their seniority will be determined based on the date of joining in a particular grade.
 - b) All future recruitments and promotions of non-teaching employees shall be carried out as per provisions of these rules.
 - c) Distribution of vacancies to promotion quota or direct quota shall be as specified in Schedule.

- d) Fractional values shall be allotted to the promotion quota for advantage of departmental candidates.
- e) The administration/personal branch of the institute will maintain a cadre wise seniority list for all posts as updated from time to time.
- f) The Chairman/Governing Body of the Institute shall be the cadre management authority and shall have the authority to make interdepartmental and inter-shift transfers of employees working in both shifts in the institute.

10) **Direct Recruitment** shall be undertaken in respect of vacancies meant for direct recruitment, by the appointing authority on recommendations of the selection committee taking into consideration the issues as under:-

- a) The departmental candidates having the same qualification and experience can also be considered, provided they apply for the post against advertisement/departmental circular, along with the outside candidates and will have to undergo the same process of selection. The age criteria will not apply in case of departmental candidates.
- b) The posts may be advertised for atleast 2 weeks on the institute website and in atleast one national newspaper in English and one local newspaper in Hindi/Punjabi language and if required with the employment exchange.
- c) All applications will be checked by the screening committee to accept those which fulfill the eligibility criteria.
- d) The eligible candidates may be screened and shortlisted in the manner as provided in the advertisement or as deemed appropriate by the screening committee, considering their experience and qualifications as well as the University/institutions awarding the degrees/certificates. The process of screening/selection may include written test/interview or both as decided by screening committee/selection committee.

11) **Contract appointment** For fixed term appointments of a technical/medical as well as other expert nature which are essentially needed, persons may be appointed on contract basis. The terms and conditions will be determined keeping in view of the qualifications and experience needed and possessed by the applicant. The contract employee will be entitled to leaves as per contract agreement.

- 12) Notwithstanding the provisions in these regulations the Chairman/Governing Body may also decide outsourcing a job or make adhoc/tenure appointments wherever found necessary/appropriate.
- 13) **Promotion:** The promotion shall be made on seniority cum fitness basis or on selection basis as per the GTBIT R&P rules from amongst the eligible employees, serving on the posts in specified lower feeder grade as per recruitment rules (Schedule), through a Departmental Promotion Committee (DPC) as specified in these regulations. The DPC will evolve its own criteria to judge the suitability of a candidate such as a scrutiny of annual confidential report/service record/holding of interview, etc.
- 14) **Probation:** Every person appointed against a post whether by promotion or by Direct Recruitment shall be on probation on such a post for a minimum period of two years. During the period of probation the employee shall be required to put in satisfactory service failing which his services shall be liable to termination at any time without notice and without reason being assigned for the same. The appointing authority, however, may extend the period of probation if the service is not found satisfactory. A person who has not successfully completed the probation period shall not be eligible for confirmation. An employee shall not be automatically taken as confirmed until specifically declared so and an order of confirmation is issued by the competent authority.
- 15) **Seniority:** The seniority of the employees of the institute in each cadre shall be determined as provided in service regulations for non-teaching employees (Regulation-13). In respect of the employees appointed without any order of merit, the basic criteria for determining their seniority will be the date of joining in a particular cadre.
- 16) In case of any situations/issues arising out of these recruitment and promotion rules, found not covered under these regulations, such cases will be determined as per the decision of Governing Body of the institute based on the relevant CCS rules applicable to Central Government Employees.
- 17) Residual Powers to make amendments/modifications/relaxations in these rules rest with the Governing Body of the Institute.
- 18) Any dispute arising out of the implementation of these rules will be referred to and settled by the Delhi Sikh Gurdwara Management Committee (D.S.G.M.C.).

Schedule to Recruitment & Promotion Rules

ADMINISTRATION & GENERAL CATEGORY

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
1	Sr. Administrative Officer		15600-39100 + GP-6600 Upgradation to 15600-39100 + GP-7600 after 5 years of regular service in the post. Subject to clearance by DPC.	Preferably below 55 years. Age no bar for contract appointment	50% by Direct Recruitment and 50% by Promotion on Selection Basis <i>(if no suitable candidate is found against promotion quota, appointment to be made by Direct Recruitment/ on Contract Basis)</i>	Post Graduate, Preferably MBA with atleast 55% marks from a recognized Institute/University with 15 yrs. Experience of handling Administrative & Establishment Matters in an independent and responsible capacity; of which at least 5 yrs. Experience should be at the level equivalent to Administrative Officer in an Educational Institution or Research Institution; preferably in a University/Govt. Body. <u>Desirable:</u> Working knowledge of Computer operations and Office Procedure.	Graduate with 5 years service on the post of Administrative Officer. Subject to Vacancy (on selection basis).
2	Administrative Officer		15600-39100 + GP-5400	Below 55 Yrs Age no bar for contract appointment	100% by Promotion on selection basis If no suitable candidate available for promotion, by contract.		Graduate with 5 years regular service on the post of Section Officer (Administration) Subject to Vacancy
3	Section Officer (Admin.)		9300-34800 + GP-4800	Below 40 yrs.	50% by Promotion on selection basis & 50% by Direct Recruitment	Master's Degree with 5 years experience in handling Administrative & Establishment matters or Bachelor's Degree with 9 Yrs. Experience of handling Administrative & Establishment matters in responsible capacity of which atleast 3 years experience at the level of General Asst./PA in an Educational Institution preferably a University/Govt. body. <u>Desirable:</u> Working knowledge of Computer operations and office procedure.	Graduate with 5 years regular service on the post of General Asst./P.A./Care Taker Grade-I. Subject to Vacancy

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
4	General Asstt.		9300-34800 + GP-4200	Not exceeding 35 yrs.	50% by Promotion on selection basis & 50% by Direct Recruitment	(1) Graduate with at least 5 yrs. Experience in handling Administrative & Establishment matters in a responsible capacity at least at the level of Sr. Assistant, in a reputed concern. (2) Certificate/Diploma in Computer Application of at least 6 months duration from a reputed Institute.	Graduate with 5 yrs. Regular service on the post of Sr. Asst./ Sr. EPABX Operator, subject to vacancy. In case of non availability of a suitable candidate in the grade of Sr. Asst., 10 yrs. Combined service in the grades of Sr. Asst. and Assistant Grade-I.
5	Personal Asstt. / Stenographer		9300-34800 + GP- 4200	Not exceeding 35 yrs.	50% by Promotion on selection basis & 50% by Direct Recruitment	1) Graduate with atleast 5 yrs. Experience as Stenographer with shorthand speed of 100 WPM in English or 60 WPM in Hindi/Punjabi. 2) Data Entry Speed of atleast 8000 keys depression per hour. 3) Certificate/Diploma in Computer Application of atleast 6 months duration from a reputed Institute.	Graduate with 5 Yrs. Regular service as Sr. Steno Typist, subject to vacancy. In case of non availability of a suitable candidate in the grade of Sr. Steno Typist, 10 yrs. Combined service in the grades of Sr. Steno typist and Steno Typist Grade-I.
6	Sr. Assistant / Sr. Steno Typist/ Sr. EPABX Operator		5200-20200 + GP-2800		100% by Promotion <i>(If no suitable candidate available for promotion, by Direct Recruitment)</i>	1) Graduate with atleast 5 yrs. Experience in relevant field. 2) Data Entry Speed of atleast 8000 keys depression per hour. 3) Certificate/Diploma in Computer Application of atleast 6 months durations from a recognized institution.	5 yrs. Regular service in the post of Assistant / Steno Typist/ EPABX Operator Grade-I. If not promoted earlier the Assistant / Steno Typist/ EPABX Operator Grade-I will get time scale promotion on completion of 10 yrs. Of regular service in their respective grade-I. OR 20 yrs. of regular service collectively in respective grades-I & II.

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
7	Caretaker Grade - I		9300-34800 + GP-4200	Not exceeding 35 yrs.	50% by Direct Recruitment and 50% by Promotion on Selection Basis (if no suitable candidate found for promotion by Direct Recruitment)	Degree in Civil/Electrical Engineering with 3 years experience on the job of housekeeping in a reputed institute. OR Diploma in Civil/Electrical Engineering with 8 years Experience on the job of housekeeping in a reputed institute.	5 yrs. Regular service on the post of Caretaker Grade-II, subject to vacancy.
8	Caretaker Grade - II		5200-20200 + GP-2800		100% by Promotion		5 yrs. Regular service on the post of Asst. Caretaker Grade-I, subject to vacancy If not promoted earlier, time scale promotion on completion of 10 years regular service in the Grade of Asst. Caretaker Grade-I
9	Asst. Caretaker Grade-I		5200-20200 + GP-2400		100% by Promotion		5 yrs. Regular service on the post of Asst. Caretaker Grade-II, subject to vacancy. If not promoted earlier, time scale promotion on completion of 10 years regular service in the Grade of Asst. Caretaker Grade-II.
10	Asst. Caretaker Grade-II		5200-20200 + GP-2000	20-30 yrs.	100% by Direct Recruitment	Diploma in Civil/Electrical Engineering with atleast three years experience on the job of housekeeping in a reputed institute.	
11	Assistant / Steno Typist/ EPABX Operator Grade-I		5200-20200 + GP-2400		100% by Promotion		5 yrs. Regular service in the post of Assistant / Steno Typist/ EPABX Operator Grade-II. If not promoted earlier the Assistant / Steno Typist/ EPABX Operator Grade-II will get time scale promotion on completion of 10 yrs. Of regular service in their respective grade-II. OR 20 yrs. of regular service collectively in respective grades-II & III.

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
12	Assistant / Steno Typist/ EPABX Operator Grade-II		5200-20200 + GP-2000		100% by Promotion	-	5 yrs. Regular service in the post of Assistant / Steno Typist/ EPABX Operator Grade-III. If not promoted earlier the Assistant / Steno Typist/ EPABX Operator Grade-III will get time scale promotion on completion of 10 yrs. Of regular service in their respective grade-III.
13	Assistant / Steno Typist/ EPABX Operator Grade-III		5200-20200 + GP-1900	20-30 yrs.	100% by Direct Recruitment	1) Bachelor's Degree from a recognized University/Institution. 2) Data Entry speed of 8000 key depression in one hour on computer. <u>Steno Typist Grade-II</u> : Shorthand speed 80 WPM in English or 60 WPM in Hindi/Punjabi. <u>EPABX Operator Grade-II</u> : Knowledge of operation of EPABX.	-
14	Transport Supervisor		5200-20200 + GP-2800		100% by Promotion on Selection Basis	-	10 yrs. Regular service in the post of Head Driver.
15	Head Driver		5200-20200 + GP-2400		100% by Promotion	-	Subject to Vacancy. Time scale promotion on completion of 10 yrs. Regular service on the post of Driver Grade-I.
16	Driver Grade - I		5200-20200 + GP-1900		100% by Promotion	-	Time scale promotion on completion of 10 yrs. Regular service on the post of Driver Grade-II.
17	Driver Grade - II		5200-20200 + GP-1800	18-30 yrs	100% by Direct Recruitment	1) Matriculation from a recognized board / University 2) Valid Commercial Driving Licence from Govt. Department. 3) At least 2 yrs. Experience in Driving four wheelers.	-

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
18	Electrician Grade-I		5200-20200 + GP - 2400		100% by Promotion		5 yrs. Regular service in the post of Electrician Grade-II with a valid Licence from a Govt./Govt. Recognized Authority for undertaking Electrical Work. If not promoted earlier, time scale promotion on completion of 10 yrs. Of regular service in Grade of Electrician Grade-II with the valid license as mentioned above.
19	Electrician Grade-II		5200-20200 + GP-2000		100% by Promotion		5 yrs. Regular service in the post of Electrician Grade-III with a valid Licence from a Govt./Govt. Recognized Authority for undertaking Electrical Work. If not promoted earlier, time scale promotion on completion of 10 yrs. Of regular service in Grade of Electrician Grade-III with the valid license as mentioned above.
20	Electrician Grade-III		5200-20200 + GP-1900	18-30 yrs	100% by Direct Recruitment	(1) Minimum Qualification of Matriculation with ITI Certificate in Electrical Trade. (2) A valid Licence recognized by the Govt./Govt. Recognized Authority for undertaking Electrical Work. Experience: At least 2 years experience in doing electrical work.	-
21	Office Attendant-cum-Peon / Security Guard / Mali - Grade-I		5200-20200 + GP-2000		100% by Promotion		Time scale promotion on completion of 10 yrs. Regular service on the post of Office Attendant/Security Guard/Maintenance/ Safai Karamchari - Grade-II. OR 20 years combined service in the respective grades-II & III.

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
22	Office Attendant-cum-Peon/ Security Guard / Mali - Grade-II		5200-20200 + GP-1900		100% by Promotion	-	Time scale promotion on completion of 10 yrs. Regular service on the post of Office Attendant/Security Guard/Maintenance/ Safai Karamchhari - Grade-III. OR 20 years combined service in the respective grades-III & IV.
23	Office Attendant-cum-Peon / Security Guard / Mali - Grade-III		5200-20200 + GP-1800		100% by Promotion	-	Time scale promotion on completion of 10 yrs. Regular service on the post of Office Attendant/Security Guard/Maintenance/ Safai Karamchhari - Grade-IV.
24	Office Attendant-cum-Peon / Security Guard / Mali- Grade-IV		4440-7440 + GP-1650	18 - 30 yrs.	100% by Direct Recruitment	<u>Office Attendant:</u> Matriculation pass from a recognized board/ Institution. <u>Security Guard:</u> Middle Pass with 2 years experience of working as Security Guard. Ex-serviceman will be preferred. <u>Mali:</u> Middle class pass with 2 years of experience of working as Mali/Gardner.	-
25	Safai Karamchhari Grade-I		5200 - 20200 + GP - 1900		100% by Promotion	-	Timescale promotion on completion of 10 years of service in the Grade of Safai Karamchhari Grade-IV
26	Safai Karamchhari Grade-II		5200 - 20200 + GP - 1800		100% by Promotion	-	Timescale promotion on completion of 10 years of service in the Grade of Safai Karamchhari Grade-IV
27	Safai Karamchhari Grade-III		4440 - 7440 + GP - 1650		100% by Promotion	-	Timescale promotion on completion of 10 years of service in the Grade of Safai Karamchhari Grade-IV

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
28	Safai Karamchhari Grade-IV		4440 - 7440 + GP - 1400	18 - 30 yrs.	100% by Direct Recruitment	Preferably 5th standard pass with experience in doing Safai Work.	-

Finance / Accounts

29	Sr. Finance Officer	15600-39100 + GP-6600 Upgradation to 15600-39100 + GP-7600 on completion of 5 years of regular service in the post. Subject to Clearance by DPC.	Below 55 yrs. Age no bar for contract appointment	50% by Direct Recruitment and 50% by Promotion on Selection Basis (If no suitable candidate is found against promotion quota, appointment to be made on Contract Basis)	CA / ICWA with 3 yrs. Of post qualification experience in independently handling financial and Accounts matters in a University / Govt. Department / Autonomous body / PSU / Recognized Financial Institution, at senior level. OR Post Graduate in Commerce/MBA-Finance with atleast 55% marks and atleast 15 yrs. experience in independently handling Financial and Accounts Matters at University / Govt. Department / Autonomous body / PSU / Recognized Financial Institution, handling at Sr. Level. <u>Desirable:</u> Working knowledge of Computer Operations and Accounting Software "Tally".	Graduate with 5 years service on the post of Administrative Officer. Subject to Vacancy.
30	Finance Officer	15600-39100 + GP-5400	Age no bar for contract appointment	100% by Promotion on selection basis If no suitable candidate found, by contract	-	1) Commerce Graduate with 5 yrs. Regular service as Accounts Officer. Subject to Vacancy.
31	Accounts Officer	9300-34800 + GP- 4800	Below 40 yrs.	50% Promotion on selection basis & 50% Direct Recruitment	CA Intermediate / ICWA Intermediate / Commerce Graduate with atleast 9 yrs. experience in independently handling financial and Accounts matters, out of which at least 3 yrs. service in the Grade of Accountant in a University / Govt. Department / Autonomous body / PSU / Recognized Financial Institution. <u>Desirable:</u> Working knowledge of Computer Operations and Accounting Software "Tally".	Commerce Graduate with 5 yrs. Regular service as Accountant. Subject to vacancy.

S. No.	Name of the Post	No. of Posts	Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
32	Accountant		9300-34800 + GP-4200	Below 35 yrs.	50% Promotion on selection basis & 50% Direct Recruitment	CA Intermediate / ICWA Intermediate / Commerce Graduate with atleast 5 yrs. experience in independently handling financial and Accounts matters in a University / Govt. Department / Autonomous body / PSU / Recognized Financial Institution. <u>Desirable:</u> Working knowledge of Computer Operations and Accounting Software "Tally".	Commerce Graduate with 5 yrs. Regular service in the post of Sr. Accounts Assistant. Subject to Vacancy. In case of non availability of a suitable candidate in the grade of Sr. Accounts Asst., 10 yrs. Combined service in the grades of Sr. Accountant and Accounts Assistant Grade-I.
33	Sr. Accounts Asst.		5200-20200 + GP-2800		100% Promotion		5 yrs. Regular service in the post of Accounts Assistant Grade-I. If not promoted earlier, Time Scale Promotion on Completion of 10 years of regular service as Accounts Assistant Grade-I. OR 20 years of regular service combined in the Grades-I & II.
34	Accounts Asst. Grade-I		5200-20200 + GP-2400		100% Promotion		5 yrs. Regular service in the post of Accounts Assistant Grade-II. If not promoted earlier, Time Scale Promotion on Completion of 10 years of regular service as Accounts Assistant Grade-II.
35	Accounts Asst. Grade-II		5200-20200 + GP-2000	20 - 30 yrs.	100% Direct Recruitment	1) Commerce Graduate with 2 yrs. Experience in handling Accounts & Financial Matters in a reputed concern. 2) Knowledge of Computer Operation. 3) Knowledge of Accounting Software "Tally".	

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Computer Department							

36	System Administrator		9300-34800 + GP-4800	Not exceeding 45 yrs. Age no bar for Contract appointment	50% by Direct Recruitment and 50% by Promotion on Selection Basis <i>(if no suitable candidate is found against promotion quota, appointment to be made on Contract Basis)</i>	M.E (Computer) with 10 years experience of handling Computer Networking, Software and Hardware in a reputed organization. OR B.E. (Computer) / MCA by Regular Course, with 15 years experience of handling Computer Networking, Software and Hardware in a reputed organization.	5 years service on the post of Sr. System Manager. Subject to Vacancy (on selection basis).
37	Sr. System Manager		9300-34800 + GP-4600		100% Promotion on selection basis		With 5 years of regular service as System Manager. Subject to Vacancy.
38	System Manager		9300-34800 + GP-4200	Not Exceeding 40 yrs.	100% by Direct Recruitment	B.E. (Computer or IT) / MCA by regular course with 3 years experience of handling Computer Networking and Software in a reputed organization and the course of CCNA/CCNP. OR 3 years Diploma in Computer Science with 8 years experience of handling Computer Networking and Software in a reputed organization.	-

TECHNICAL POSTS

S.No.	Name of the Post	Revised Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
(I) Computer Science & Engg. (CSE) And Information Technology (IT) Department						
39	Sr. Technical Asst.	9300-34800 + GP-4800	Not exceeding 40 yrs.	50% by Direct Recruitment and 50% by Promotion on Selection Basis (if no suitable candidate is found against promotion quota, appointment to be made on Contract Basis)	B.Tech/ M.Sc. (Computer Science) / MCA by regular course with atleast 55% marks in the relevant trade from a recognized University/Board with atleast 3 years experience. OR BCA/ 3 Yrs. Diploma in Computer Engg. with atleast 55% marks from a recognized University/ Board with at least 8 years experience in related field.	5 years regular service in the Grade of Technical Assistant. Subject to Vacancy (on Selection Basis)
40	Technical Asst.	9300-34800 + GP-4200	Not exceeding 35 yrs.	50% By Promotion on selection basis and 50% by Direct Recruitment	B.Tech or M.Sc. (Computer Science)/ MCA by regular course in the relevant trade from a recognized University/Board. OR BCA/B.Sc (Computer Science) 3 yrs. Diploma in Computer Engg. from a recognized University/ Board with at least 3 years experience in related field.	5 yrs. Regular service in the Grade of Sr. Lab Asst. Subject to Vacancy. (In case of non availability of suitable candidate, in the grade of Sr. Lab Asst., 10 yrs. Service combined in the Grades of Sr. Lab Asst. and Lab Asst. Grade-I)
41	Sr. Lab Assistant	5200-20200 + GP-2800		100% By Promotion		5 yrs. Regular service in the Grade of Laboratory Assistant Grade-I. If not promoted earlier, Time Scale promotion on completion of 10. Yrs. Regular service in the grade of Laboratory Assistant Grade-I. OR 20 years of regular service combined in Grades-I & II.

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42	Lab Assistant Grade-I	5200-20200 + GP-2400		50% By Promotion, and 50% by Direct Recruitment <i>(for determining the post for Direct Recruitment, the employees promoted against time scale promotion will not count).</i>	BCA/B.Sc (in relevant field) / Diploma in Engineering from a recognized University/Board or equivalent. OR (1) Sr. Secondary with Science from a recognized Board or equivalent. (2) At least 2 years experience in related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt. Department/ Autonomous Body/ PSU. OR (i) Secondary (10th) with an ITI Pass in a Science/ Technology discipline from a recognized Board/Institute or equivalent; (ii) At least two years experience in the related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt. Department/ Autonomous Body/ PSU.	5 yrs. Regular service in the Grade of Laboratory Assistant Grade-II. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-II. OR 20 years of regular service combined in Grades-II & III.
43	Lab Assistant Grade-II	5200-20200 + GP-2000		100% By Promotion	-	5 yrs. Regular service in the Grade of Laboratory Assistant Grade-III. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-III.
44	Laboratory Assistant Grade-III	5200-20200 + GP-1900	20-30 yrs	100% Direct Recruitment	A) 10+2 with Science subject from a recognized Board or equivalent. OR Secondary (10th) and ITI in a science/ Technology discipline from a recognized Board/ Institution or equivalent. OR Bachelor's Degree with science in relevant field from a recognized University/3 yrs. Diploma in relevant field. B) Certificate/Diploma in Computer Application of at least six months duration from a reputed institution.	-

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(II) Electronics & Communication Engineering (ECE) Electronics & Electrical Engineering (EEE) Department						
45	Sr. Technical Asst.	9300-34800 + GP-4800	Not exceeding 40 yrs.	50% by Direct Recruitment and 50% by Promotion on Selection Basis <i>(if no suitable candidate is found against promotion quota, appointment to be made on Contract Basis)</i>	B.Tech OR M.Sc. with atleast 55% marks in the relevant trade from a recognized University/Board with atleast 3 years experience. OR 3 yrs. Diploma in Electronics/Electrical Engg. with atleast 55% marks from a recognized University/ Board with at least 8 years experience in related field. Desirable: Certificate/Diploma in Computer Application of atleast 6 months duration.	5 years regular service in the Grade of Technical Assistant. Subject to Vacancy (on Selection Basis).
46	Technical Asst.	9300-34800 + GP-4200	Not exceeding 35 yrs	50% By Promotion on selection basis and 50% by Direct Recruitment	B.Tech in the relevant trade from a recognized University/Board. OR 3 yrs. Diploma in Electronics or Electrical Engg. from a recognized University/ Board with at least 3 years experience in related field.	5 yrs. Regular service in the Grade of Sr. Lab Assistant. Subject to Vacancy. <i>(In case of non availability of suitable candidate, the grade of Sr. Lab Asst., 10 yrs. Service combined in the Grades of Sr. Lab Asst. and Lab Asst. Grade-I)</i>
47	Sr. Lab Assistant	5200-20200 + GP-2800		100% By Promotion	-	5 yrs. Regular service in the Grade of Laboratory Assistant Grade-I. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-I. OR 20 years of regular service combined in Grades-I & II

S. No.	Name of the Post	Revised Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
48	Lab Assistant Grade-I	5200-20200 + GP-2400		50% By Promotion, and 50% by Direct Recruitment <i>(for determining the post for Direct Recruitment, the employees promoted against time scale promotion will not count).</i>	BCA/B.Sc (in relevant field) / Diploma in Engineering from a recognized University/Board or equivalent. OR (1) Sr. Secondary with Science from a recognized Board or equivalent. (2) At least 2 years experience in related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt. Department/ Autonomous Body/ PSU. OR (i) Secondary (10th) with an ITI Pass in a Science/ Technology discipline from a recognized Board/Institute or equivalent; (ii) At least two years experience in the related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt. Department/ Autonomous Body/ PSU.	5 yrs. Regular service in the Grade of Laboratory Assistant Grade-II. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-II. OR 20 years of regular service combined in Grades-II & III.
49	Lab Assistant Grade-II	5200-20200 + GP-2000		100% By Promotion	-	5 yrs. Regular service in the Grade of Laboratory Assistant Grade-III. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-III.
50	Laboratory Assistant Grade-III	5200-20200 + GP-1900	20-30 yrs	100% Direct Recruitment	A) 10+2 with Science subject from a recognized Board or equivalent. OR Secondary (10th) and ITI in a science/ Technology discipline from a recognized Board/ Institution or equivalent. OR Bachelor's Degree with science in relevant field from a recognized University/3 yrs. Diploma in relevant field. B) Certificate/Diploma in Computer Application of at least six months duration from a reputed institution.	

S. No.	Name of the Post	Revised Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
(III) Mechanical/Workshop Department						
51	Sr. Technical Workshop Instructor	9300-34800 + GP-4800	Not exceeding 40 yrs.	50% by Direct Recruitment and 50% by Promotion on Selection Basis (if no suitable candidate is found against promotion quota, appointment to be made on Contract)	M. Tech / B.Tech (1st Division) in Mechanical field with atleast 55% marks from a recognized university with atleast 3 years experience in related field. OR 3 yrs. Diploma in Mechanical Engg. with 55% marks from a recognized University/ Board with at least 8 years experience in related field.	5 years regular service in the Grade of Technical Workshop Instructor. Subject to Vacancy (on Selection Basis)
52	Technical Workshop Instructor	9300-34800 + GP-4200	Not exceeding 35 yrs.	50% By Promotion on selection basis and 50% by Direct Recruitment	B.Tech (Mechanical) from a recognized University. OR 3 Yrs. Diploma in related field from a recognized university/board with 3 years experience.	5 yrs. Regular service in the Grade of Sr. Workshop Assistant or Sr. Lab Assistant. Subject to Vacancy. (In case of non availability of suitable candidate, the grade of Sr. Workshop Asst., 10 yrs. Service combined in the Grades of Sr. Workshop Asst. and Workshop Asst. Grade-I)
53	Sr. Workshop Assistant (Selection Grade) OR Sr. Lab Assistant	5200-20200 + GP-2800		100% By Promotion		5 yrs. Regular service in the Grade of Workshop Assistant Grade-I or Lab Assistant Grade-I. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Workshop Assistant Grade-I or Lab Assistant Grade-I. OR 20 years of combined service in Grade-I & II.

S. No.	Name of the Post	Revised Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
54	Workshop Assistant Grade-I OR Lab Assistant Grade-I	5200-20200 + GP-2400		50% By Promotion, and 50% by Direct Recruitment (for determining the post for Direct Recruitment, the employees promoted against time scale promotion will not count).	BCA/B.Sc (in relevant field) / Diploma in Engineering from a recognized University/Board or equivalent. OR (1) Sr. Secondary with Science from a recognized Board or equivalent. (2) At least 2 years experience in related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt. Department/ Autonomous Body/ PSU. OR (i) Secondary (10th) with an ITI Pass in a Science/ Technology discipline from a recognized Board/Institute or equivalent; (ii) At least two years experience in the related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt.	5 yrs. Regular service in the Grade of Workshop Assistant Grade-II or Lab Assistant Grade-II. OR If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Workshop Assistant Grade-II or Lab Assistant Grade-II. OR 20 years of combined service in Grade-II & III.
55	Workshop Assistant Grade-I OR Lab Assistant Grade-II	5200-20200 + GP-2000		100% By Promotion		5 yrs. Regular service in the Grade of Workshop Assistant Grade-III or Lab Assistant Grade-III. OR If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Workshop Assistant Grade-III or Lab Assistant Grade-III.
56	Workshop Assistant Grade-III OR Lab Assistant Grade-III	5200-20200 + GP-1900	20-30 yrs	100% Direct Recruitment	A) 10+2 with Science subject from a recognized Board or equivalent. OR Secondary (10th) and ITI in a science/ Technology discipline from a recognized Board/ Institution or equivalent. OR Bachelor's Degree with science in relevant field from a recognized University/3 yrs. Diploma in relevant field. B) Certificate/Diploma in Computer Application of at least six months duration from a reputed institution.	-

S. No.	Name of the Post	Revised Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
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(IV) Applied Science Department						
57	Sr. Technical Asst.	9300-34800 + GP-4800	Not exceeding 40 yrs.	50% by Direct Recruitment and 50% by Promotion on Selection Basis <i>(if no suitable candidate is found against promotion quota, appointment to be made on Contract Basis)</i>	M.Sc. with 55% marks in the relevant trade from a recognized University/Board with atleast 3 years experience. OR B.Sc. with 55% marks from a recognized University/ Board with at least 8 years experience in related field.	5 years regular service in the Grade of Technical Assistant. Subject to Vacancy (on Selection Basis).
58	Technical Asst.	9300-34800 + GP-4200	Not exceeding 35 yrs.	50% By Promotion on selection basis and 50% by Direct Recruitment	M.Sc. in the relevant trade from a recognized University. OR B.Sc. from a recognized University/ Board with at least 3 years experience in related field.	5 yrs. Regular service in the Grade of Sr. Lab Assistant. Subject to Vacancy. <i>(In case of non availability of suitable candidate, the grade of Sr. Lab Asst., 10 yrs. Service combined in the Grades of Sr. Lab Asst. and Lab Asst. Grade-I)</i>
59	Sr. Lab Assistant	5200-20200 + GP-2800		100% By Promotion	-	5 yrs. Regular service in the Grade of Laboratory Assistant Grade-I. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-I. OR 20 years combined regular service in Grades-I & II

S. No.	Name of the Post	Revised Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
60	Lab Assistant Grade-I	5200-20200 + GP-2400		50% By Promotion, and 50% by Direct Recruitment (for determining the post for Direct Recruitment, the employees promoted against time scale promotion will not count).	BCA/B.Sc (in relevant field) / Diploma in Engineering from a recognized University/Board or equivalent. OR (1) Sr. Secondary with Science from a recognized Board or equivalent. (2) At least 2 years experience in related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt. Department/ Autonomous Body/ PSU. OR (i) Secondary (10th) with an ITI Pass in a Science/ Technology discipline from a recognized Board/Institute or equivalent; (ii) Atleast two years experience in the related field in the Grade of 5200-20200 with GP-2000 in a University/ Govt. Department/ Autonomous Body/ PSU.	5 yrs. Regular service in the Grade of Laboratory Assistant Grade-II. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-II. OR 20 years combined regular service in Grades-II & III
61	Lab Assistant Grade-II	5200-20200 + GP-2000		100% By Promotion		5 yrs. Regular service in the Grade of Laboratory Assistant Grade-II. If not promoted earlier, Time Scale promotion on completion of 10 Yrs. Regular service in the grade of Laboratory Assistant Grade-III.
62	Laboratory Assistant Grade-III	5200-20200 + GP-1900	20-30 yrs	100% Direct Recruitment	A) 10+2 with Science subject from a recognized Board or equivalent. OR Secondary (10th) and ITI in a science/ Technology discipline from a recognized Board/ Institution or equivalent. OR Bachelor's Degree with science in relevant field from a recognized University or equivalent. B) Certificate/Diploma in Computer Application of at least six months duration from a reputed institution.	

S. No.	Name of the Post	Revised Pay Scale	Age of Direct Recruitment	Method of Appointment	Qualification & Experience for Direct Recruitment (D.R.)	Eligibility Criteria for Promotion
(V) POSTS COMMON TO ALL TECHNICAL DEPARTMENTS						
63	Lab Attendant/ Workshop Attendant Grade - I	5200-20200 + GP-2000		100% by Promotion		Time scale promotion on completion of 10 yrs. Regular service on the post of Lab Attendant - Grade-II. OR 20 years combined service in the grades-II & III.
64	Lab Attendant/ Workshop Attendant Grade - II	5200-20200 + GP-1900		100% by Promotion		Time scale promotion on completion of 10 yrs. Regular service on the post of Lab Attendant - Grade-II.
65	Lab Attendant/ Workshop Attendant Grade - III	5200-20200 + GP-1800	20-30 yrs	100% by Direct Recruitment	Should have passed 10+2 with Science OR 10th Pass with ITI Certificate in the relevant trade.	
Note: The Chairman/Governing Body of the Institute will have the discretion to waveoff any condition of appointment against Direct Recruitment in case of Deserving Candidates.						