



राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान

(खाद्य प्रसंस्करण उद्योग मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्त्व का संस्थान)

National Institute of Food Technology Entrepreneurship and Management

(An Institute of National Importance under Ministry of Food Processing Industries, Government of India)

संदर्भ/Ref.: ESTT-12018/1/2026-EII

दिनांक/ Date: 02/06/2026

अधिसूचना / NOTIFICATION

विषय: निफ्टेम, कुंडली, के गैर-शिक्षण कर्मचारियों हेतु भर्ती एवं पदोन्नति नियम (RPRs) – 2026

Subject : Recruitment and Promotion Rules (RPRs) - 2026 for Non-Teaching Staff at NIFTEM, Kundli

खाद्य प्रसंस्करण उद्योग मंत्रालय के पत्र संख्या I-11018/1/2025-ID (C. No. 331830), दिनांक 01.06.2026, द्वारा प्रदत्त अनुमोदन के अनुसरण में, गैर-शिक्षण कर्मचारियों के लिए भर्ती एवं पदोन्नति नियम, 2026, एतद् परिशिष्ट-I, के रूप में अधिसूचित किया जाता है।

In pursuance of approval of the Ministry of Food Processing Industries vide letter, no. I-11018/1/2025-ID (C. No. 331830), Dated 01.06.2026, the Recruitment and Promotion Rules 2026, for Non-Teaching Staff are hereby notified as Annexure-I.

Digitally signed by
ASHUTOSH UPADHYAY

Date: 02-06-2026

कुलसचिव (प्र.) / Registrar (I/c)

प्रतिलिपि / Copy to:

1. संयुक्त सचिव, खाद्य मंत्रालय के निजी सचिव/ PA to Joint Secretary, MoFPI
2. निजी सचिव निदेशक, खाद्य प्रसंस्करण उद्योग मंत्रालय/ PS to Director (Institution Division), MoFPI
3. निदेशक महोदय के निजी सहायक / PA to Director
4. सभी अधिष्ठाता/विभागाध्यक्ष/ All Deans/Heads of Departments
5. वित्त एवं लेखा प्रभाग / Finance & Accounts Division
6. सहायक कुलसचिव (प्रशासन/कार्मिक/आईटी)/Assistant Registrar (Admin/Personnel/IT)
7. सभी संकाय सदस्य/नॉन टीचिंग कर्मचारी/All Faculty Members/ Non-Teaching Employees
8. सम्बंधित फाइल / Concerned file



राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमिता और प्रबंधन संस्थान, कुंडली, सोनीपत

National Institute of Food Technology Entrepreneurship and Management, Kundli, Sonapat

(खाद्य प्रसंस्करण उद्योग मंत्रालय, भारत सरकार के अंतर्गत राष्ट्रीय महत्व का एक संस्थान)

(An Institute of National Importance under the Ministry of Food Processing Industries, Govt. of India)

Non-Teaching Regular Staff

Recruitment and Promotion Rules

(Administrative, Technical and Other Posts)

Non-Teaching Regular Staff
Recruitment and Promotion Rules
(Administrative, Technical and Other Posts)

**Approved by BoG, NIFTEM, Kundli, in its
07th BoG vide Agenda Item No. 7.03, 08th BoG
vide Agenda Item No. 8.19 and 13th BoG vide
Agenda Item No. 13.13 in its Meetings held on
22.05.2024, 17.10.2024 and 07.04.2026
respectively.**

RECRUITMENT AND PROMOTION RULES

For

NON-TEACHING (ADMINISTRATIVE AND TECHNICAL) STAFF

Introduction:

National Institute of Food Technology Entrepreneurship and Management, Kundli (hereinafter as NIFTEM, Kundli or the Institute), Sonapat was declared Deemed to be University (De-novo category) in May, 2012. Further, NIFTEM, Kundli, was declared an Institute of National Importance (INI) through The National Institute of Food Technology Entrepreneurship and Management Act, 2021 (No.19 of 2021) published in Part-II of Extraordinary Gazette of India on 30th July, 2021.

In the above background, the Institute has stipulated **Recruitment and Promotion Rules**, applicable for non-teaching employees of the Institute, in exercise of powers conferred by Section 6(i) (h) and the same has been approved by the Board of Governors (BoG) of the Institute in exercise the powers vested in it, as per the Section 12(2) (i) of the NIFTEM Act-2021.

Short title, Commencement and Applicability

- I. These Rules may be called **Recruitment and Promotion Rules -2026** (hereinafter as **RPR**) of the institute.
- II. These Rules shall come into effect from the date of their notification, subsequent to the approval by the Board of Governors of the Institute.

These **RPR** shall be applicable for recruitment and promotion for the staff (Administrative and Technical) enumerated hereunder. These rules shall not be applicable to personnel engaged through Outsourced Agencies/ on contractual basis/engaged in external funded research and consultancy projects.

Definitions

In the present Rules, unless the context otherwise requires:

- a. “Act” means the National Institute of Food Technology Entrepreneurship and Management (NIFTEM), Act 2021 as amended from time to time.
- b. “Statutes” means first statutes of the National Institute of Food Technology, Entrepreneurship and Management, Kundli, Haryana, 2022, as amended from time to time.
- c. “Applicants” mean the candidates who apply against the advertised vacant post(s).
- d. “Short listed applicants” means the applicants shortlisted by the Screening Committee.
- e. “Board” means the Board of Governors of the institute.
- f. “Chairman” means the Chairman of the Board.
- g. “Director” means the Director of the Institute.
- h. “NIFTEM, Kundli or Institute” means the National Institute of Food Technology Entrepreneurship and Management, Kundli (NIFTEM).
- i. “Internal Applicants” mean employees of the National Institute of Food Technology Entrepreneurship and Management, Kundli (NIFTEM).
- j. “Non-Teaching Employees of the Institute” means the personnel recruited for technical and Administrative functions under these Rules including those recruited prior to implementation of these rules after following the due procedure of appointment as stipulated in the Act and Statutes for such position.
- k. “Selected Applicants” means the candidates selected for the post(s).
- l. “Post” is a position with a specified Level and designation. The nomenclature of posts has been taken as approved by the Ministry of Finance during pre INI stage of the

institute.

- m. “Group” is a set of posts classified as per the order dated 09/04/2009 of Ministry of Personnel, Public Grievances and Pensions in relation as specified in Part A of Central Civil Services [CCS] (Revised Pay) Rules, 2008.
- n. “Recruitment” is filling up of vacancies at the entry point of a cadre through open advertisement.
- o. “Promotion” unless otherwise stated is vacancy-based advancement of an employee from a lower post to a higher, through a defined evaluation process.
- p. “Levels” are as per the Seventh Central Pay Commission. Any revision under subsequent CPC’s shall be mapped accordingly.
- q. “Competent Authority” means the Appointing Authority for the said post.

The words and expression used but not defined herein shall be ascribed the same meanings as are respectively assigned to them in the Act/Statutes.

Appointing Authority

In accordance with Section-22 of the Act-2021, all appointments for the staff of the Institute, except that of the Director, shall be made in accordance with the procedure laid down in the Statutes/these RPR by –

- a. The Board, if the appointment is made for the non-academic staff in any cadre which is above level-7 in the pay matrix as per 7th CPC; and the Director, in all other cases.

Methods of Recruitment

The following shall be methods of recruitment at the Institute:

- a. Direct Recruitment
- b. Promotion (by Seniority Quota or Limited Departmental Examination)
- c. Deputation

Procedure of Recruitment

a. Direct Recruitment :

- i. The Institute shall invite applications for posts through an open advertisement on all India basis.
- ii. In this regard, the service condition of the post shall be advertised by the Registrar of the institute and all applications received within date, specified in the advertisement shall be considered for screening and short listing shall be done by a Screening Committee.
- iii. While advertising and making appointments, the institute shall follow the orders and instructions issued by the Central Government for various reserved categories.
- iv. As per DoPT Order No. DOPT-1673988271234 dated 13.04.2017, interviews have been dispensed with for all Group 'C' and Group 'D' posts, as well as non-gazetted posts under Group 'B'. Accordingly, the earlier provision for interviews and the use of a Score Card will no longer be applicable for Level 8 positions at the Institute. Selection for these posts

will now be based solely on a written test. However, a proficiency/skill/trade test may also be included, if prescribed by the Institute.

- v. For level-10 posts, selection will be made on the basis of Written Examination marks (70) and an interview (30). For above level-10 posts, selection will be made on the basis of Score card marks (70) and an interview (30).
- vi. Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized by the Screening Committee consisting of two internal members from the institute and an external member preferably with the domain knowledge. This committee shall be nominated by the board on the recommendation of the Director. However, the Board may authorize Director to constitute the Screening Committee.
- vii. The Screening Committee may formulate additional criteria for short-listing, based on academic performance, higher qualification years of experience of the applicants etc., where the applications received are very large in number.
- viii. There shall be a Selection Committee, as prescribed in the Statutes and as amended time to time, to review the recommendations of the Screening Committee and shall approve the list of short-listed applicants. Selection Committee will also interview the shortlisted candidates and prepare a list in order of merit and present the final list in order of merit to the competent authority for approval.
- ix. The shortlisted applicants shall be called to appear at the written test, trade/skill test or interview, as the case may be. The Selection Committee as above (viii) shall also act as an interview committee, wherever applicable.
- x. When a post is to be filled by advertisement, the terms and conditions of the appointment shall be considered by the Selection Committee.
- xi. All the Selection Committee for appointments to the posts reserved for Scheduled Caste or Scheduled Tribe or Other Backward Class candidates shall include one Scheduled Caste or Scheduled Tribe member or one Other Backward Class member or female member, in case of female candidate, as the case may be from a panel approved by the Director.
- xii. The Chairman of the Selection Committee may invite an additional expert from approved panels to assist the Selection Committee, but who shall not participate in the final recommendation of the Committee.

- xiii. The qualifications and the relevant terms and conditions of service for the various posts except those posts for which the Central Government lays down qualifications, service conditions, etc. shall be specified by the Board from time to time.
- xiv. No act or proceeding of any Selection Committee shall be called in question on the ground of the absence of any member or members of the Selection Committee.
- xv. All appointments shall be reported to the Board, at its next meeting.
- xvi. A committee for written test, trade/skill test etc. shall be constituted by the Director of the institute.
- xvii. Recommendations of the Selection Committee shall be placed before the Competent Authority (Board or Director as the case may be) for approval. Thereafter, offer letters will be issued to the selected candidates.
- xviii. The panel of recommended candidates by the Selection Committee will remain valid for one year from the date of approval of the Competent Authority.
- xix. Probation period, for all the posts filled through direct recruitment, shall be of two years.

b. Promotion:

- a. The Institute shall identify the positions for promotion.
- b. Promotion shall be made from the feeder cadre/grade/level from among the employees of the Institute following the principle of Seniority cum Suitability to a higher post by Departmental Promotion Committee (DPC) constituted by the Competent Authority.
- c. The standing Departmental Promotion Committee (DPC) shall comprise of following members:
 - Director (for Group A) / One Professor (for Group B and C) nominated by the Director - Chair person
 - Registrar/Head of the concerned Section/ Department/School
 - One faculty member / officer of the institute not below level 12 as per 7th CPC
 - One external expert nominated by the Competent Authority

- Representative of SC/ST/OBC in case the positions in question belong to SC/ST/OBC or the applicants to be interviewed are from reserved category.
 - Female nominee in case any application from the Female candidate-at least one rank above the post in question
 - Concerned Assistant Registrar, as Convener
 - The DPC shall adopt both modes Limited Departmental Examination (LDE) and seniority quota mode for the promotion to the post to be filled through promotion under these RPR
 - Unless otherwise specified in these rules, the LDE would apply when the ratio of eligible applicants per post notified for promotion is equal to or exceeds three.
 - The service rendered in the Institute shall only be counted as qualifying service for the purpose of Promotion. The contract/ad-hoc services (on consolidated pay) shall not be considered toward eligibility for promotion. The eligibility of the incumbent for the promotion shall be counted from the date of joining on the current post as specified in these rules.
 - To consider the merit and fitness, the candidate bench marking criteria shall be very good or as amended from time to time by DoPT.
 - Concerned Assistant Registrar, as Convener
- d. The DPC shall adopt both modes Limited Departmental Examination (LDE) and seniority quota mode for the promotion to the post to be filled through promotion under these RPR.
- e. Unless otherwise specified in these rules, the LDE would apply when the ratio of eligible applicants per post notified for promotion is equal to or exceeds three.
- f. The service rendered in the Institute shall only be counted as qualifying service for the purpose of Promotion. The contract/ad-hoc services (on consolidated pay) shall not be considered toward eligibility for promotion. The eligibility of the incumbent for the promotion shall be counted from the date of joining on the current post as specified in these rules.
- g. To consider the merit and fitness, the candidate bench marking criteria shall be very good or as amended from time to time by DoPT.
- h. Meeting of DPC: Normally DPC shall meet once in a calendar year; subject to availability of eligible cases for promotion and vacancy.

- i. Limited Departmental Examination (LDE) for Promotional posts shall be for a maximum of 100 marks as under:

Group A

- Written/Computer/Trade/Skill test as per the requirement of the post - 40 Marks
- APARs of qualifying service period - 40 Marks
- Interview/Interaction – 20 marks

Group B and C

- Written/Computer/Trade/Skill test as per the requirement of the post - 50 Marks
- APARs of qualifying service period - 50 Marks

N.B.: DPC will decide the qualifying marks.

- j. Promotion through LDE for each post at different cadre will be conducted for two times only. In case the post is not filled during these two times, the same post will be converted and filled through seniority quota mode, subject to meeting the eligibility criterion prescribed for the seniority quota
- k. Promotion through seniority quota mode will be offered only through seniority among the eligible lot.
- l. The available vacancies will be determined as on 1st of January every year and the same date would also be used to determine the eligibility for internal promotion and internal circulars will be issued for filling up vacancies through promotions within a cadre or one cadre to another cadre
- m. After attaining the eligibility for promotion under seniority quota, the incumbent employee, in case of non-availability of promotional post, may be considered for the non-functional upgradation, in the pay scale of such promotional post, by the DPC subject to APAR rating very good or above, once throughout the career.

- n. Employees who have already availed MACP or likely to avail MACP shall also be considered for the non-functional upgradation (NFU) once during his career at the institute.
- o. Total of MACP including NFU admissible shall be maximum three during the whole service period.
- p. NFU provision shall be reviewed after every five years.
- q. MACP will continue to co-exist unless modified/superseded in subsequent Central Pay Commission (CPC).
- r. Likewise in case of MACP, similarly, there will be no effect on seniority of the employee, since, “Financial upgradation under the NFU shall be purely personal to the employee and shall have no relevance to his seniority position”.
- s. And there shall be no change in the designation, classification or higher status like under MACP.
- t. When a post is to be filled by promotion from amongst the members of staff of the Institute or when to be filled temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.

C. Deputation

- a. The following procedure shall be followed for appointment by Deputation.
- b. The Institute shall invite applications for the vacant posts on an all India basis through advertisement.
- c. Applications received pursuant to the advertisement as mentioned in (b) above, shall be scrutinized by a Screening Committee constituted by the Competent Authority.
- d. Evaluation procedure shall be same as for the direct recruitment, however during evaluation, ACRs/APARs of the last five years will also be given due weightage.
- e. Deputation shall be subject to vigilance clearance.
- f. Vacancies caused by any incumbent being away on deputation/lien, long illness, study leave or under other circumstances for a duration of one year or more, may also filled by way of recruitment on Deputation.
- g. The period of deputation and other terms and conditions of the appointment on deputation, shall be of as per the need of the institute, subject to the GoI/DoPT guidelines on deputation, as amended time to time.

Reservation

Nothing contained in these Recruitment Rules shall affect reservations, relaxations of age limit and other concessions required to be provided to the Scheduled Castes (SC), the Schedule Tribes (ST), Other Backward Class - Non-Creamy Layer (OBC-NCL) and Persons with Disability (PwD) or any other special categories of persons in accordance with the orders issued by the GoI from time to time in this regard. The reservation roster shall also be updated time to time and countersigned by the SC/ST cell or Equal Opportunity Cell of the institute.

Maximum Age Limit and Classification of posts as per Grade Pay

The Classification of posts as per Grade Pay age limit for Direct Recruitment in term of Post/ Pay Band & Grade Pay will be as follows: -

Grade Pay	Maximum age limit (UR)
Up to L-5 (Rs. 2800)	30
L-6 (Rs. 4200)	35
L-7 (Rs. 4600)	35
L-8 (Rs. 4800)	40
L-10 (Rs. 5400)	45
L -11 (Rs.6600)	45
L-12 (Rs. 7600)	50
L- 13 (Rs. 8700)	55
Level-14 (10000)	57

Relaxation of age

- a. Relaxation in upper age limit will be applicable for various categories as per DOPT order No. 15012/2/2010-Estt. (D) 27th March, 2012 as amended from time to time. For this purpose, Departmental candidates shall be those who are regular employees of Central Government or Universities / Autonomous Institutions under Central Government.
- b. Regular employees of the institute who are otherwise eligible should be considered for direct recruitment under these rules, irrespective of age.
- c. Those working on Outsourcing basis in the Institute on the last date of application for a Direct Recruitment post in the Institute, and who have rendered continuous service of more than 5 years on the date of implementation of these RPR, shall also be eligible to apply for direct recruitment vacancies under these RPR - 2026 up to maximum of 50 years of age by way of age relaxation.
- d. Combination of age relaxations, if any, shall be admissible as provided by DoPT orders, only.

Amendments to the Recruitment & Promotion Rules

The Rules shall be reviewed periodically for making necessary modifications and amendments, as may be required from time to time. The Board of Governors/Director, as the case may be, from time to time, issues such general or specific directions as may be necessary to remove difficulties in the operation of any the provision of these rules. The directions issued by the Director, if any, shall be reported to the Board of Governors.

Annexures:-

- 1) **Annexure-I: Post wise Recruitment Rules**
- 2) **Annexure-II: Score Card (Pay Level-10 and above onwards)**
- 3) **Annexure-III: Classification of Posts**

Post wise Recruitment Rules

ADMINISTRATION

1. Registrar

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level 14 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for recruitment	Up to 57 years
6.	Educational and other qualification required for direct recruitment.	<p>Deputation / Contract</p> <p>Officers working under Central/State Governments/UT Administration/their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p> <p>Educational Qualification & Experience:</p> <p>Essential Educational Qualification: Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7-point scale from a recognized University/Institute.</p> <p>Experience:</p>

S. No.	Particulars	RPR-2026
		i) Holding analogous post or ii) At least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with 3 years' experience in educational administration, or iii) Comparable experience in research establishment and /or other institutions of higher education, or iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above. Desirable: i) Qualification in area of Management/ Engineering/Law. ii) Experience in computerized administration /legal/financial / establishment matters.
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Deputation or Contract. Such appointment shall be on tenure basis for a period up to 05 years or till attaining the age of 62 years, whichever is earlier.
8.	In case of recruitment by deputation	Persons fulfilling the eligibility conditions as prescribed at Sr. No. 6 above.
9.	Age of Superannuation	62 years

2. Deputy Registrar

S. No.	Particulars	RPR-2026
1.	Name of the Post	Deputy Registrar
2.	No. of Post (s)*	01 (One)
3.	Classification of Post	Administrative (Group-A)

S. No.	Particulars	RPR-2026
4.	Scale of Pay	Pay Level 12 as per 7 th CPC
5.	Whether Selection post or non-selection post	Non-selection
6.	Maximum Age Limit for Direct recruits	Not applicable
7.	Educational and other qualifications required for Direct Recruitment.	<p><u>Essential Qualification:</u> Master's degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p>Essential Experience: At least 9 Years' experience as Assistant Professor in the Academic Pay Level-10, as per 7th CPC and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience as Assistant Registrar or equivalent post in the Pay Level-10 as per 7th CPC and above. Experience in handling computerized administration/ financial matters.</p> <p>Desirable: i) A degree in Law/Management/Engineering from a recognized University/Institute. ii) Chartered or Cost Accountant qualification from a recognized University/Institute.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	<p>Age: No</p> <p>Qualification: Yes</p> <p>Subject to fulfilment of criteria mentioned in the Recruitment Rules and Promotion Policy</p>

S. No.	Particulars	RPR-2026
9.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation/transfer, grades and percentage of the vacancies to be filled by various methods.	Promotion by DPC failing which by deputation.
10.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	<p><u>By DPC:-</u> Assistant Registrar or equivalent with at least 10 years regular service in that post in the Institute.</p> <p><u>Deputation: -</u> Persons from the Central/State Govt./Autonomous bodies/PSUs/Universities/Central/State Govt. Institutions and other educational and Research Institutions Holding analogous post Or 10 years of administrative experience at the level of Assistant Registrar in Pay Level-10 (7th CPC) and fulfilling the essential educational qualifications at Sr. No. 7 above.</p> <p>Note: (a) The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.</p>
11.	Age of Superannuation	60 Years

*As per the sanctioned strength

3. Assistant Registrar (Exam/Admin)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post	02 (Two)
3.	Scale of Pay	Pay Level 10 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection Post (1) and Promotion by LDE (1)
5.	Maximum Age Limit for Direct recruitments	45 years.
6.	Educational and other qualification required for Direct Recruitment/Deputation.	<p>Master's degree or its equivalent in any discipline from a recognized University with at least 55 % marks.</p> <p>Incumbent having 4 years administrative experience in a post with Pay Level-8 or equivalent OR</p> <p>5 years' experience in pay level-7 or equivalent OR</p> <p>10 years' experience in pay level-6 or equivalent.</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	<p>50% by Direct recruitment</p> <p>50% by promotion through LDE failing which by deputation</p>
8.	In case of recruitment by promotion/ deputation	<p>Promotion: (By LDE only) – Incumbent having 4/5/10 years' experience as SO/ASO/EA at level-8/7/6 and Educational Qualifications as prescribed for direct recruitment.</p> <p>Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.</p>

S. No.	Particulars	RPR-2026
9.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute
10.	Age of Superannuation	60 Years

4. Assistant General Manger (AGM)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post (s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level 10 as per 7 th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for Direct recruitments	45 years
6.	Educational and other qualification required for Direct Recruitment/Deputation.	<p><u>Essential Qualification & Experience:</u></p> <p>Bachelor degree in science/engineering/commerce with Master's Degree in Business Administration with 60 % marks.</p> <p>Experience:</p> <p>At least four years' experience in academic/research institutions or corporate sector for academic management/training & placement/industrial consultancy/ contract research management/ IPR/ technology transfer in Pay Level-8 or equivalent OR</p> <p>5 years' experience in pay level-7 or equivalent OR</p> <p>10 years' experience in pay level-6 or equivalent</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment

S. No.	Particulars	RPR-2026
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	NA
9.	Age of Superannuation	60 Years

5. Section Officer/ Superintendent

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative (Group-B), Level-08 in 7 th CPC
2.	No. of Post(s)*	03
3.	Scale of Pay (Rupees)	Pay Level 8 as per 7th CPC
4.	Whether Selection post or non-selection post	Non-Selection
5.	Maximum Age Limit	Not applicable
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <p>Graduation or its equivalent in any discipline from a recognized University with at least 50% marks and having at least 5 years of experience in the relevant administrative core areas at Pay Level-06 (as per 7th CPC).</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent Discipline. 2. Experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.
7.	Method of recruitment – whether by direct recruitment or by promotion	100% by Promotion
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	By Promotion: Open to the Executive Assistant working in the Institute who have rendered at least 06 years of regular service in NIFTEM, Kundli in Pay Level-6 as per 7th CPC
9.	Age of Superannuation	60 Years

*As per the sanctioned strength

6. Private Secretary

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post(s)	01 (One)
3.	Scale of Pay	Pay Level 7 as per 7th CPC
4.	Whether Selection post or non-selection post	Non-selection
5.	Maximum Age Limit for Direct recruitments	Not Applicable
6.	Educational and other qualifications required for direct recruitment	<p><u>Essential Qualification & Experience:</u></p> <p>Master's degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03-year relevant experience of working with Central/State Governments/UTs/Universities or Institutions/Autonomous bodies/R&D/ Statutory organizations/PSU/PSE.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 05 years' relevant experience of working with Central/State Governments/ UTs/ Universities or Institutions/ Autonomous bodies / R&D / Statutory organizations/PSU/PSE. AND</p> <p>Desirable</p> <p>Shorthand (English) speed of 80 w.p.m. and typing speed of 35 w.p.m. in English</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	100% by Promotion
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Promotion: Incumbent having 5 years experience as Personal Assistant at level-6 and qualification as prescribed at Sr. No. 6 above.

9.	Age of Superannuation	60 years

7. Personal Assistant

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post(s)	02 (Two)
3.	Scale of Pay	Pay Level-6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit for Direct recruitments	35 years
6.	Educational and other qualifications required	<p><u>Essential Qualification & Experience:</u></p> <p>Master's degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 year relevant experience of working under Central / State Governments/ UTs/Universities or Institutions/ Autonomous bodies/ R&D/ Statutory organizations/PSU/PSE.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 05 years' relevant experience of working under Central / State Governments/ UTs/ Universities or Institutions/ Autonomous bodies / R&D / Statutory organizations/PSU/PSE.</p> <p>Desirable</p> <p>Shorthand (English) speed of 80 w.p.m. and typing speed of 35 w.p.m. in English</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment failing which by Deputation.
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.

S. No.	Particulars	RPR-2026
9.	Age of Superannuation	60 years

8. Executive Assistant

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post(s)	11 (Eleven)
3.	Scale of Pay	Pay Level-6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for Direct recruitments	35 years
6.	Educational and other qualifications required for direct recruitment	<p><u>Essential Qualification & Experience:</u></p> <p>Master's degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03-year relevant experience at Level-5 or equivalent working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ R&D/ Statutory organizations/PSU/PSE. OR</p> <p>Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 05 years' relevant experience at Level-4 or equivalent working under Central / State Governments/ UTs/ Universities or Institutions/ Autonomous bodies/R&D/Statutory organizations/PSU/PSE.</p> <p>Desirable:</p> <p>Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment failing which by Deputation.
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.

S. No.	Particulars	RPR-2026
9.	Age of Superannuation	60 years

9. Multi-Tasking Staff (MTS)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative (Group-C)
2.	No. of Post(s)	01
3.	Scale of Pay (Rupees)	Level-01 in 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit of Direct recruitments	30 years
6.	Educational and other qualification required for Direct Recruits	<p><u>Essential Qualification & Experience:</u></p> <p>i) Matriculation/10th Pass</p> <p>Desirable:-</p> <p>a. Experience of working in University/College.</p> <p>b. Knowledge of photocopier machine operations/telephone attending etc.</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Not Applicable
9.	Age of Superannuation	60 Years

10. Staff Car Driver

S. No.	Particulars	RPR-2026
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1.	Classification of Post	Administrative (Group-C), Level -01 in 7 th CPC
2.	No. of Post(s)*	01
3.	Scale of Pay (Rupees)	Level-1 in 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit of Direct recruitments	30 years
6.	Educational and other qualification required for Direct Recruits	<u>Essential Qualification & Experience:</u> (i) Possession of a valid driving license for motor cars; (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a motor car with the senior level officers for at least 5 years.; and (iv) Pass in 10th standard.
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Not Applicable
9.	Age of Superannuation	60 Years

*As per the sanctioned strength

FINANCE AND ACCOUNTS

11. Deputy Controller of Finance and Accounts (DC-F&A)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level 12 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit	56 years
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. M.Com or MBA (Finance) with at least 55% marks. 2. Having 10 years' experience in handling Finance & Accounts matters (out of which 05 years' experience should be at the level-10 or equivalent) in a Central/State Govt./Autonomous bodies/PSUs/Universities/Central/State Govt. Institutions and other educational and Research Institutions. <p><u>Desirable Qualification:</u></p> <p>CA/CS/ICWA</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Deputation.
8.	In case of recruitment by deputation	Persons from the Central/State Govt./Autonomous bodies/PSUs/Universities/Central/State Govt. Institutions and other educational and Research Institutions, Holding analogous post Or 10 years of experience at the level of Pay Level-10 (7 th CPC) or equivalent and fulfilling the essential educational qualifications at Sr. No. 6 above.
9.	Age of Superannuation	60 Years

12. Senior Accounts & Audit Officer

S. No.	Particulars	RPR-2026
1.	Name of the Post	Senior Accounts and Audit Officer
2.	No. of Post (s)*	01 (One)
3.	Classification of Post	Administrative (Group-A)
4.	Scale of Pay	Pay Level 10 as per 7 th CPC
5.	Whether Selection post or non-selection post	Selection
6.	Maximum Age Limit for Direct recruits	45 years
7.	Educational and other qualifications required for Direct Recruitment/Deputation.	<p><u>Essential Qualification:</u> M.Com/MBA (Finance)/SAS/CA/ICMA or equivalent qualification from recognized university with at least 55% marks in qualifying degree.</p> <p><u>Essential Experience:</u> At least 4 Years' of regular/permanent relevant experience in Cash, Accounts and Budget working under Central/State Governments/UTs/ their Universities or Institutions/Autonomous bodies/Statutory organizations/PSU/PSE in the Pay Level-08 and above as per 7th CPC.</p> <p>Experience and proficiency in Accounting software like Tally, Pay Roll Accounting, e-TDS etc and handling in computerized administration/financial matters.</p> <p><u>Desirable:</u> i) A degree in Law/Management/Engineering from a recognized University/ Institute. ii) Chartered or Cost Accountant qualification from a recognized University/Institute. iii) Cash & Accounts training of ISTM</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	<p>Age: No</p> <p>Qualification: Yes</p> <p>Subject to fulfilment of criteria mentioned in the Recruitment Rules and Promotion Policy</p>

S. No.	Particulars	RPR-2026
9.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation/transfer, grades and percentage of the vacancies to be filled by various methods.	1. Direct Recruitment 2. Promotion through DPC *by rotation
10.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	<u>By DPC:-</u> Open to the Accounts Officer or equivalent in the Pay Level-8 as per 7 th CPC, who have rendered at least 04 years of regular service as Accounts Officer or equivalent Level in NIFTEM-Kundli. <p style="text-align: center;">OR</p> Open to the Accountant/Cashier or equivalent in the Pay Level-6 as per 7 th CPC, who have rendered at least 10 years of regular service as Accountant/Cashier or equivalent Level in NIFTEM-Kundli.
11.	Age of Superannuation	60 Years

*As per the sanctioned strength

13. Accounts Officer (AO)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level 8 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection and promotion
5.	Maximum Age Limit for Direct recruits	35 years
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. B.Com. with M. Com/MBA (Finance) with minimum 55% in master degree. 2. 05 years' experience of finance and accounts in Central/ State Governments/Autonomous Bodies/ PSUs/ Universities having adequate experience/exposure to finance and accounts matters and holding post in Level-6 or equivalent on regular basis.
7.	Method of recruitment – whether by direct recruitment or by promotion	<ol style="list-style-type: none"> 1. Direct Recruitment 2. Promotion through DPC <p>*on rotation basis</p>
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	<p>Promotion: Incumbent having six years' experience as Accountant/Cashier at Level-6.</p>
9.	Age of Superannuation	60 Years

14. Accountant/Cashier

(S. No.)	Particulars	RPR-2026
1.	Classification of Post	Administrative
2.	No. of Post(s)	03
3.	Scale of Pay (Rupees)	Pay Level 6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for Direct recruits	35 years
6.	Educational and other qualification required for direct recruitment.	<p>M.Com/MBA(Finance) from recognized university with at least 55% marks in qualifying degree OR SAS/CA/ICMA with 01 year regular/permanent relevant experience of working under Central/State Governments/UTs/ their Universities or Institutions/Autonomous bodies/ Government laboratories/Statutory organizations/PSU/PSE.</p> <p style="text-align: center;">OR</p> <p>B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 03 years of regular/permanent relevant experience of working under Central/State Governments/UTs/their Universities or Institutions/Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment failing which by Deputation.
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	Deputation: Persons holding analogous posts and fulfilling eligibility conditions prescribed for direct recruitment.
9.	Age of Superannuation	60 Years

Food Testing Lab (FTL) posts

15. Senior Analyst (SA)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	02 (Two)
3.	Scale of Pay (Rupees)	Pay Level-10 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection post (1) and by promotion (1)
5.	Maximum Age Limit for Direct recruits	45 years
6.	<p>Educational and other qualification required for direct recruitment.</p> <p>Specialization i.e. Chemistry/Microbiology would be decided by the institute as per the need</p>	<p><u>Essential Qualification & Experience:</u></p> <p>1. M.Sc. in Chemistry / Analytical Chemistry / Food Sciences and Food Science and Technology /Microbiology with minimum 55 % marks Or B.Tech. Degree in Food Technology/Food Technology and Management with at least 60% marks or above</p> <p>2. <u>Experience:</u> A minimum of 10 years' experience at Level-6 or 5 years at Level-7 or 4 years at Level-8 of 7th CPC or equivalent related to advanced Analytical (chemical) Instruments with application in food testing / Working in Microbiology Lab Setup for safety and quality evaluation of food products, undertaking studies for shelf life and packaging studies.</p> <p>3. <u>Desirable:</u></p>

S. No.	Particulars	RPR-2026
		<p>PhD in Analytical Chemistry/ Chemistry/ Food Technology, Food Science & Technology/ Microbiology</p> <p>Internal Auditor course as per ISO/IEC17025. Preference will be given to the qualified Food Analysts selected by the Food Analysts Board of FSSAI.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	<p>Direct Recruitment-50%</p> <p>Promotion through LDE– 50% failing which by Deputation.</p>
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	<p>Promotion: Incumbent having 10 years of experience as Lab Incharge at Level-6 or 5 years as Junior Analyst at Level-7 or 4 years at Level-8 of 7th CPC or equivalent experience as prescribed for direct recruitment.</p> <p>Deputation: Persons holding analogous posts and fulfilling the essential qualifications & experience as mentioned above for direct recruitment.</p>
9.	Age of Superannuation	60 Years

16. Junior Analyst (JA)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	02 (Two)
3.	Scale of Pay (Rupees)	Pay Level-7 as per 7 th CPC
4.	Whether Selection post or non-selection post	Selection post (1) and by promotion (1)
5.	Maximum Age Limit for Direct recruits	35 years
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <p>1. M.Sc. in Chemistry / Analytical Chemistry / Food sciences and Food Science and Technology/ Microbiology with minimum 55% marks. OR B.Tech. Degree in Food Technology/Food Technology and Management with at least 60% marks or above</p> <p>2. Should have qualified Jr Food Analyst Examination of Food Analyst Board of FSSAI.</p> <p><u>2. Experience:</u> A minimum of 3 years' experience in NABL accredited quality control laboratory, NIFTEM-K Lab. with areas of expertise in:</p> <p style="margin-left: 40px;">i. Operation of sophisticated Analytical Instruments: GC, HPLC, AAS, UV-Vis, FT-IR for their application for characterization of food components and safety and quality evaluation of food products, undertaking studies for shelf life and packaging studies</p> <p style="margin-left: 40px;">ii. Chemical/ Microbiological analysis of food products.</p>

S. No.	Particulars	RPR-2026
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment-50% Promotion – 50%.
8.	In case of recruitment by promotion	Promotion: Incumbent having 6 years experience as Lab Incharge at level-6 or 11 years' experience as Lab Technician at level-5 in the relevant domain as prescribed for direct recruitment.
9.	Age of Superannuation	60 Years

Laboratory Function

17. Senior Lab Officer

S. No.	Particulars	RPR-2026
1	Classification of Post	Administrative (Group-A), Level -10 in 7 th CPC
2	No. of Post(s)*	01
3	Scale of Pay (Rupees)	Level-10 in 7th CPC
4	Whether Selection post or non-selection post	Selection
5	Maximum Age Limit of Direct recruitments	45 years
6	Educational and other qualification required for Direct Recruits	<p>Essential Qualification & Experience:</p> <p>M.Tech. Degree in Engineering (MS(Research)/ M.E.) or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 02 years regular/permanent relevant experience.</p> <p style="text-align: center;">OR</p> <p>Master's degree in Science or Bachelor's Degree in Engineering (BE/B.Tech) or equivalent qualification (AMIE) in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 04 years regular/permanent relevant experience.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with regular/permanent 05 years relevant experience.</p>

S. No.	Particulars	RPR-2026
7	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	1. Direct Recruitment 2. Promotion through DPC/LDE *on rotation basis
8	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	By Promotion: Open to the Lab Incharge in the Institute who have rendered at least 10 years of regular service in NIFTEM, Kundli in Pay Level-6 as per 7 th CPC
9	Age of Superannuation	60 Years

*As per the sanctioned strength

18. Lab In charge (LI)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	09 (Nine)
3.	Scale of Pay (Rupees)	Pay Level-6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection post 50% and by promotion 50%
5.	Maximum Age Limit for Direct recruits	35 years
6.	Educational* and other qualification required for direct recruitment. * Specialization would be decided at the time of advertisement by the institute as per the need of the laboratory	<p><u>Essential Qualification & Experience:</u></p> <p>Master Degree in Science/B. E/ B. Tech or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with 01 year regular/permanent relevant experience</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Science/Computer Science/Computer Applications or Diploma in Engineering in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with 02 years regular/permanent relevant experience.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment-50%* Promotion- 50%*
8.	In case of recruitment by promotion	Incumbent having 6 years experience as Lab Technician at level-5 and qualification as prescribed for direct recruitment.
9.	Age of Superannuation	60 Years

***Note- Any odd number post will automatically move towards Direct Recruitment.**

19. Lab Technician (LT)

S. No.	Particulars	RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	09 (Nine)
3.	Scale of Pay (Rupees)	Pay Level-5 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for Direct recruits	30 years
6.	<p>Educational* and other qualification required for direct recruitment.</p> <p>* Specialization would be decided at the time of advertisement by the institute as per the need of the laboratory</p>	<p><u>Essential Qualification:</u></p> <p>Master's degree in science/ B.E or B.Tech. in *appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute.</p> <p>OR</p> <p>Bachelor's Degree in Science/or *appropriate field or Diploma in Engineering / Applied Science or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with one year relevant experience.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	100% by Direct Recruitment
8.	In case of recruitment by promotion	N/A
9.	Age of Superannuation	60 Years

LIBRARY DIVISION

20. Deputy Librarian (DL)

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level-12 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for Direct recruits	50 Years
6.	Educational and other qualifications required for Direct Recruitment	<p>Essential Qualification and Experience:</p> <p>1. A Master Degree in Library science/Information Science/ with at least 55% marks or its equivalent grade of B in UGC seven-point scale and consistently good academic record.</p> <p>2. A minimum of 8 years' experience as an Assistant Librarian in a University/ Educational & Research Institute/ State or Central Government Libraries or equivalent at Pay Level-10.</p> <p>Desirable Qualification and Experience:</p> <p>1)Ph.D. Degree in Library Science/ Library and Information science</p> <p>2) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	<p>3. Direct Recruitment</p> <p>4.Promotion through DPC failing which by deputation</p> <p>*on rotation basis</p>
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	<p>Promotion: 10 years' experience at the post of Assistant Librarian in the pay level-10.</p> <p>Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.</p>
9.	Period of Probation, if any	Two years (Direct Recruitment)
10.	Age of Superannuation	60 Years

*Amended in BoM 31.T-02

21. Assistant Librarian (AL)

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	01
3.	Scale of Pay (Rupees)	Pay Level-10 as per 7 th CPC
4.	Whether Selection post or non-selection post	Selection and promotion
5.	Maximum Age Limit for Direct recruits	45 Years.
6.	Educational and other qualifications required for Direct Recruitment	<p><u>Essential Qualification & Experience:</u> Master's Degree in Library and Information Science or an equivalent professional degree with at least 55% of the marks (or its equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of Library.</p> <p>Incumbent having 4 years of experience in library of Higher educational institutions/National Science Academies/Training Academies/Other research institutions like ICAR/ICMR/CSIR etc. on a post carrying Pay Level-8 or equivalent OR</p> <p>5 years' experience as above in pay level-7 or equivalent OR</p> <p>10 years' experience as above in pay level-6 or equivalent.</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	<p>1. Direct Recruitment 2. Promotion failing which by deputation</p> <p>*on rotation basis</p>
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	<p>Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.</p> <p>Promotion: Incumbent having 4 years of experience in library of Higher educational institute on a post carrying Pay Level-8 or equivalent OR</p> <p>5 years' experience in pay level-7 or equivalent OR</p> <p>10 years' experience in pay level-6 or equivalent.</p>

9.	Period of Probation, if any	Two years (Direct Recruitment)
10.	Age of Superannuation	60 Years

*Amended in BoM 31.T-02

22. Sr. Library Information Officer (SLIO) (earlier Sr. Lib Information Assistant (SLIA))

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level-6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for Direct recruits	35 years
6.	Educational and other qualification required for direct recruitment.	<p>1. M.Lib.Sc./MLISc or equivalent from recognized University/Institute with at least 55% marks in the qualifying degree.</p> <p>OR</p> <p>Master's Degree in Arts /Science/ Commerce or any other discipline with B.Lib.Sc. / BLISc with at least 55% marks from recognized University/Institute.</p> <p>2. Post Graduate Diploma / Certificate Course in Computer Application / Library Automation from a recognized Institute with minimum of 06 months duration.</p> <p>3. At least 03 years working experience in a reputed library.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment failing which by deputation
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Deputation: Persons holding analogous post and fulfilling the eligibility conditions mentioned above for direct recruitment.
9.	Age of superannuation	60 Years

ESTATE AND WORK DIVISION

23. Junior Engineer (Civil/Electrical)

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	02 (One for JE Civil and one for JE Electrical)
3.	Scale of Pay (Rupees)	Pay Level 6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit for Direct recruits	35 years
6.	Educational and other qualification required for direct recruitment. *Specialization/Function (civil/electrical) shall be decided as per the need of the institute	1.Civil- Bachelor's Degree or equivalent in Civil Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience at level-5 or equivalent. Desirable: (i) Experience of having worked with large projects. (ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, PowerPoint or equivalent is a must. (iii) Expertise in using software relevant to the job profile. 2.Electrical- Bachelor's Degree or equivalent in Electrical Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience at the level-5 or equivalent.

		<p>Desirable:</p> <p>(i) Experience of having worked with large projects.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, PowerPoint or equivalent is a must.</p> <p>(iii) Expertise in using software relevant to the job profile.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment failing which by Deputation
8.	In case of recruitment by deputation	Persons holding analogous post and fulfilling the eligibility conditions mentioned above.
9.	Age of superannuation	60 Years

PILOT PLANT DIVISION

24. Manager for Pilot Plant

		RPR-2026
1.	Classification	Technical
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level-10 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection and promotion by rotation
5.	Maximum Age Limit for Direct recruits	45 years
6.	Educational and other qualifications required for direct recruitment	<p><u>Essential Qualification & Experience:</u></p> <p>B.Tech. Degree in Food Technology/Food Engineering/ Food Science & Technology/Food Technology and Management with at least 60% marks or above.</p> <p><u>Desirable:</u></p> <p>Master's Degree in Food Technology/Food Science & Technology/Agricultural Engineering/Post Harvest Technology with at least 55% marks or above.</p> <p><u>Experience:</u></p> <p>A minimum of 10 years' experience at Level-6 or 5 years at Level-7 or 4 years at Level-8 of 7th CPC or equivalent in the area of production/operation in food industry.</p>

7.	Method of recruitment – whether by direct recruitment or by deputation/transfer and percentage of vacancies to be filled by various methods.	<p>1. Direct Recruitment 2. Promotion failing which by deputation</p> <p>*on rotation basis</p>
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	<p>Promotion: Incumbent having 10 years of experience at Level-6 or 5 years at Level-7 or 4 years at Level-8 of 7th CPC or equivalent in the area of production/operation in food industry.</p> <p>Deputation: Persons holding analogous posts and fulfilling the essential qualifications & experience as mentioned above for direct recruitment are also eligible.</p>
9.	Age of Superannuation	60 Years

25. Foreman for Pilot Plant

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	02 (Two)
3.	Scale of Pay (Rupees)	Pay Level-7 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection 50%, promotion 50%
5.	Age limit for direct recruits	35 years
6.	Educational and other qualifications required for Direct Recruitment	<p><u>Essential Qualification & Experience:</u></p> <p>B.Tech. in Food /Mechanical/Chemical/Industrial/Industrial Production Engineering with minimum 60% marks OR</p> <p>Three years diploma in Food /Mechanical/Chemical/Industrial/Industrial Production Engineering with minimum 60% marks.</p> <p><u>Experience:</u></p> <p>Minimum three years in food processing industry on shop floor operations and managing the operation lines for B.Tech holders.</p> <p>OR</p> <p>Minimum five years in food processing industry on shop floor operations and managing the operation lines for Diploma holders.</p>

7.	Method of recruitment – whether by direct recruitment	Direct Recruitment-50% Promotion: 50%
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Promotion: Incumbent having 5 years relevant experience at level-6 or 11 years' experience at level-5 in the relevant domain as prescribed for direct recruitment.
9.	Age of Superannuation	60 Years

26. Technician (Lab/Pilot Plant)

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	02 (Two)
3.	Scale of Pay (Rupees)	Pay Level-5 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Age limit for direct recruits	30 years
6.	Educational and other qualification required for direct recruitment	<p><u>Essential Qualifications & Experience:-</u></p> <p>Three years diploma in Mechanical/Electrical Engg/Industrial/Industrial Production with 2 years' experience in food industry/operations and maintenance in large plants.</p> <p><u>Desirable:</u></p> <p>B.Tech/B.E in Mechanical, Production/Industrial/Agricultural/Food Engineering.</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Not Applicable
9.	Age of Superannuation	60 Years

IT DIVISION

27. Assistant Registrar (IT)

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post	01 (One)
3.	Scale of Pay	Pay Level 10 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection and Promotion
5.	Maximum Age Limit for Direct recruitments	45 years.
6.	Educational and other qualification required for Direct Recruitment/Deputation.	<p>MCA/M.Sc-(Information Technology/Computer Science)/B.Tech-(Computer Science & Engineering /IT/Software) from a recognized University with at least 60% marks.</p> <p>Incumbent having 4 years of experience in Programming, Database management, ERP System development with contemporary operating system /software designing/ implementing/ configuring/ upgradation and troubleshooting of large LAN/WAN network experience in a post with Pay Level-8 or equivalent OR</p> <p>5 years' experience in pay level-7 or equivalent OR</p> <p>10 years' experience in pay level-6 or equivalent.</p>
7.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation /transfer and percentage of vacancies to be filled by various methods.	<p>1. Direct Recruitment</p> <p>2. Promotion failing which by deputation</p> <p>*on rotation basis</p>
8.	In case of recruitment by promotion/ deputation	Promotion – Experience same as under Educational and other qualification.
9.	Age of Superannuation	60 Years

***Amended in BoM 31.T-02**

28. Network Administrator (NA)

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level-6 as per 7 CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit	35 years
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. B.E/ B.Tech (Electronics/ Computer Science/ IT)/MCA with minimum 60% marks. 2. Should have two years' experience in designing/ implementing/configuring/upgradation and troubleshooting of large LAN/WAN network in a reputed organization/institution. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. BCA/B.Sc-IT with minimum 60% marks. 2. Should have five years' experience in designing/ implementing/ configuring/ upgradation and troubleshooting of large LAN/WAN network in a reputed organization/institution. <p>Desirable:</p> <p>Certification: CCNA or CCSP or CCNSE (Cyberoam Certified network and security expert) or equivalent.</p>

7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	NA
9.	Age of superannuation	60 Years

29. System Administrator (SA)

		RPR-2026
1.	Classification of Post	Technical
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Level-6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection
5.	Maximum Age Limit	Up to 35 years
6.	Educational and other qualification required for direct recruitment.	<p style="text-align: center;"><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. B.E./B.Tech in Computer Science & Engg./ Computer Science/ Software Engg./ Information Technology or MCA with atleast 60% marks. 2. Two years of experience in the field of Programming, Database management, ERP System development with contemporary operating system. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. BCA/B.Sc-IT with minimum 60% marks. 2. Five years of experience in the field of Programming, Database management, ERP System development with contemporary operating system.
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment

8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	NA
9.	Age of Superannuation	60 Years

Note:-

1. Pay Scales are subject to variations applicable from time to time as per Government norms.
2. Age limit shall be counted on the last date of application.
3. Relevant essential qualifications, wherever it is mentioned in the qualifications, Institute will publish the discipline as per the need arising at the time of advertisement.

Score Card**Score card for the post of the post of Registrar (Level-14):**

S. No.	Particulars	Marks allotted (RPR-2026)
I.	Academic background	Maximum marks allotted: 30
	a. Bachelor degree	Maximum marks allotted: 10
	b. Masters Degree	Maximum marks allotted: 10
	c. Other relevant academic degrees like LLB/LLM/MBA/Ph.D	Maximum marks allotted: 06 1) 02 marks for each degree
	d. Medals/Lead Position in university exams/Award/Recognitions obtained at Bachelors Degree/ Masters Degree/Doctoral Degree for academic excellence	Maximum marks allotted: 04 1) 01 mark for each degree for which medal/certificate of lead position is awarded
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 40
	a. Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority: <ul style="list-style-type: none">● Academics● Admission● Automation/Digitalization● Conduction of Statutory Bodies meetings● Convocation● Establishment● Examination● Finance & Accounts	Maximum marks allotted: 15 01 mark for each activity

S. No.	Particulars	Marks allotted (RPR-2026)
	<ul style="list-style-type: none"> • Formulation of Recruitment Rules/Promotion policies/course contents • General administration • Human resource • Infrastructure Development • Legal Matters • Media & event management • Placements of students • RTI Matters • Setting up of Labs • Store & purchase • Student Welfare • Training and Development activities • Vigilance 	
	b. Administrative/Academic experience (To be counted after completion of essential experience prescribed)	<p style="text-align: center;">Maximum marks allotted: 7.5</p> <p style="text-align: center;">1) 1.5 mark/year</p>
	c. Leadership Attributes	<p style="text-align: center;">Maximum marks allotted: 7.5</p> <p style="text-align: center;">1.5 marks for each achievement</p> <ul style="list-style-type: none"> • Major R&D initiatives launched • Inter-institutional collaborations (National/ International) developed • New Programmes or any initiatives started • Flagship research/education/extension/resources generation programme initiated • Interactive for administration reforms. • Policy level positive changes in the area of administration.

S. No.	Particulars	Marks allotted (RPR-2026)
		• New infrastructure created
	d. Training/Workshop/Seminar/Conferences attended in the area of academic-administration/leadership/student welfare/ policy making/management system	Maximum marks allotted: 5 0.5 mark for each of the activity
	e. State what makes you a potential applicant and also include your likely contributions and transformative initiatives if selected (minimum 250 words but not exceeding 500 words)	Maximum marks allotted: 05
III.	Interview performance: Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: - Administrative experience, communication skills, Knowledge of govt. rules & regulations, presentation skills, Quick response, Interpersonal skills	Maximum marks allotted: 30

Score Card for the post of Deputy Controller of Finance & Accounts (DC-F&A) (Level-12)

S. No.	Particulars	Marks allotted (RPR-2026)
I.	Academic background	Maximum marks allotted: 35
	a. Bachelor degree	Maximum marks allotted: 10

S. No.	Particulars	Marks allotted (RPR-2026)
	b. Masters Degree	Maximum marks allotted: 10
	c. MBA	Maximum marks allotted: 7
	d. Other relevant academic degrees like C.A./ICWA/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 5 1) 01 mark for each Degree/Diploma.
	e. Medals/Lead position in university exams/Award/Recognitions obtained at Bachelor's Degree/ Masters degree/MBA/CA/ICWA levels for academic excellence	Maximum marks allotted: 3 01 mark for each degree for which medal/certificate of lead position is awarded
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 35
	a. Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority: <ul style="list-style-type: none"> • Maintenance of Books of Accounts • Automation of Accounts activities • Drafting of Financial proposals as GOI norms • Budgetary matters • Conduction of Various Audits including preparation of Audit Replies • Preparation of Agenda & Minutes and conduction of Statutory Bodies meetings • Payroll matters • New Pension Systems • Settlement of Personnel Claims namely Medical etc. • Settlement of terminal dues • Construction accounts • Tender Management • MoUs/ Agreements preparations • Parliamentary Matters 	Maximum marks allotted: 15 1.5 mark for each activity

S. No.	Particulars	Marks allotted (RPR-2026)
	<ul style="list-style-type: none"> • RTI Matters • Procurement of Consumable & Capital items • Extra Mural Projects • Fellowship to Students • Investment guideline 	
	b. Finance & accounts experience (To be counted after completion of essential experience prescribed)	Maximum marks allotted: 10 1) 1.5 mark/year
	c. Training/Workshop/Seminar/Conferences attended in the area of academic administration/leadership/student welfare/ policy making/management system	Maximum marks allotted: 5 0.5 mark for each of the activity
	d. Leadership Attributes <ul style="list-style-type: none"> • Timely Completion of Annual Accounts • Settlement of Audit Paras • Participation in Student welfare Activity • Earning of additional income for the organization • Organization of in-house trainings to for the fellow colleagues • Participation in activities of campus development 	Maximum marks allotted: 5 1 mark for each activity
III.	Interview performance: Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: -	Maximum marks allotted: 30

S. No.	Particulars	Marks allotted (RPR-2026)
	Administrative knowledge, communication skills, Knowledge of govt. rules & regulations, presentation skills, Quick response, Interpersonal skills	

Score Card for the post of Deputy Librarian (Level-12)

S. No.	Particulars	Marks allotted (RPR-2026)
1	Academic background	Maximum marks allotted: 30
	a. Bachelor degree	Maximum marks allotted: 10
	b. Master's Degree in Library Science/ Information Science	Maximum marks allotted: 10
	c. Ph.D in Library Science Information Science/ Archives/ Manuscript keeping.	Maximum marks allotted: 4
	d. Medals/Lead position in university exams/Award/Recognitions obtained at Bachelor's Degree/ Masters degree levels for academic excellence	Maximum marks allotted: 3 01 mark for each degree for which medal/certificate of lead position is awarded
	e. Degree/Diploma (1 year) in Computers/Information Science	Maximum marks allotted: 3 01 mark for each degree/diploma
II.	Assessment domain knowledge	Maximum marks allotted-40
	Experience in the field of Library Science/ Information Science (To be counted after completion of essential experience prescribed)	Maximum marks allotted: 15 1.5 mark/year
	Training/Workshop/Seminar/Conferences attended in the area of academic administration/leadership/student welfare/ policy making/management system	Maximum marks allotted: 5 0.5 mark for each of the activity
	State what makes you a potential applicant and also include your likely contributions and transformative	Maximum marks allotted: 5

S. No.	Particulars	Marks allotted (RPR-2026)
	initiatives if selected (minimum 250 words but not exceeding 500 words)	
	Domain knowledge of Automation Software, Procurement of Books, Book Exhibition organized, Leadership Role, Novel Initiative, Working knowledge of relevant software, Customization of free wares & other	Maximum marks allotted: 15
III.	<p>Interview performance: Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: -</p> <p>Communication skills, Knowledge of library rules & regulations, Presentation skills, Quick response, Interpersonal skills</p>	Maximum marks allotted: 30

Classification of Posts and Scale of Pay

Group (6 th CPC)	Designation	Pay Level (7 th CPC)	No of Posts*
Posts with ADMINISTRATIVE function			
A	Registrar	L-14	1
	Deputy Registrar	L-12	1
	Assistant Registrar (AR– Admin/Exam) / Assistant General Manger (AGM)	L-10	2+1 = 3
B	Section Officer/Superintendent	L-8	3
	Private Secretary (PS)	L-7	1
	Personal Assistant (PA)	L-6	2
	Executive Assistant (EA)	L-6	9+2 = 11
C	Multi-Tasking Staff (MTS)	L-1	1
	Staff Car Driver	L-1	1
Posts with FINANCE, ACCOUNT and AUDIT function			
A	Deputy Controller Finance and Accounts (DC-F&A)	L-12	1
	Senior Accounts and Audit Officer	L-10	1
B	Accounts Officer (AO)	L-8	1
	Accountant	L-6	2
	Cashier	L-6	1
Posts with LABORATORY (Academic) function			
A	Senior Lab Officer	L-10	1
B	Lab In charge (LI)	L-6	9
C	Lab Technician (LT)	L-5	9
Posts with LABORATORY (Testing/FTL) function			

A	Senior Analyst (SA)	L-10	2
B	Junior Analyst (JA)	L-7	2
Posts with LIBRARY function			
A	Deputy Librarian (DL)	L-12	1
	Assistant Librarian (AL)	L-10	1
B	Sr. Library Information Officer (SLIO)	L-6	1
Posts with ESTATE AND WORK function			
B	Junior Engineer (Civil/Electrical)	L-6	2
Posts for the PILOT PLANTS			
A	Manager for Pilot Plant	L-10	1
B	Foreman for Pilot Plant	L-7	2
C	Technician (Lab/Pilot Plant)	L-5	2
Posts with IT function			
A	Assistant Registrar (IT)	L-10	1
B	Network Administrator (NA)	L-6	1
	System Administrator (SA)	L-6	1

*Number of posts may vary from time to time.

