



**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

F.No. N/S/K/1531/2018/Notification/257

Dated: 04.01.2018

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Notification

1. Title:

These Regulation may be called Revised Recruitment Rules for direct recruitment of Non-Teaching Posts.

2. Coverage:

These Regulations shall apply to the direct recruitment of non-teaching posts in NIFTEM. The details of non-teaching posts covered under these Rules is appended at **Annexure-I**. The No. of sanctioned posts are subject to variation.

3. Recruitment and Qualifications:

- i. As per Govt. of India Rules interviews in direct recruitment to Group 'B' and 'C' posts having Grade Pay of Rs.4800 or below is to be discontinued in all Govt. Institutions. Keeping this in view and to bring in objectivity & transparency in selection a score card based selection method has been adopted with a weightage of 87.5% for score card and a weightage of 12.5% for interview for posts having element of interview. As regards to other posts in which interviews are not required, objective type test has been prescribed in lieu of interview with equal weightage for score card & objective test.
- ii. This will minimize the subjectivity in selections and make the selection process transparent. Accordingly, the Recruitment Rules for all non-teaching posts mentioned at **Annexure-I** have been drawn with score card and selection process for all posts involving interview or not. In the later case, in place of interview written test of 100 marks have been prescribed. The written test will comprise of objective type questions to be answered in OMR sheets which will be evaluated by computer or manually depending upon the number of candidates. This will eliminate subjectivity altogether.
- iii. The revised Recruitment Rules for all non-teaching posts with score card have been approved by the Board of Management in its meeting held on 05.12.2017. The revised Recruitment Rules for all non-teaching posts are placed at **Annexure – II**.

4. Selection Process:

Selection process is indicated in the Recruitment Rules of each post.

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5. Composition of Selection Committee:

The Composition of Selection Committees is as given in the Recruitment Rules of each posts annexed herewith. Where Composition of Selection Committee is not indicated in Recruitment Rules it shall be as approved by competent authority from time to time.

6. General Instructions:-


- i. The eligibility as well as suitability of a candidate shall be considered based on the information provided by the candidates in his/her application.
- ii. All the columns as mentioned in the application should be supported by the relevant and authorized documents. Marks in score card shall be allotted only for such qualifications/experience claimed, which is supported by authentic documents.
- iii. Prescribed certificates should be obtained from competent authority on or before the last date of submission of application. In case of Centre of Excellence/ Infrastructure created, certificate issued by the Vice-Chancellor in case of Universities/ Directors in case of National Institutes only will be considered.
- iv. Any additional documents/ certificate/ record given after the last date of submission of filled – in application will not be considered for award of marks.
- v. If a candidate has submitted more than one application prescribed for the same post before the last date, the latest application will be considered as valid for the purpose of recruitment.
- vi. No interview will be conducted for the Group B & Group C category posts. Merit will be drawn based on 50% weightage of marks obtained in the score card and objective tests taken together.
- vii. Interviews whenever applicable will be conducted by the Selection Committee duly constituted as per the rules of the University and the marks as prescribed in the Score Card as well as for performance in interviews will be awarded by the Selection Committee and the decision of the Selection Committee shall be final.
- viii. The Institute has the right to prescribe minimum as well as set higher norms, while short listing the applicants, taking into account the requirement of the departments. Mere fulfillment of qualification requirements does not entitle candidates to be called for interview.
- ix. The Institute reserves the right to fill or not to fill any or all the posts advertised.
- x. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience and other academic achievements higher than the minimum prescribed in the advertisement.
- xi. No correspondence will be entertained with the candidates, who are not called for interview/selected for appointment.
- xii. Reservations including age relaxation to SC/ST/OBC/PwD etc. will be applicable as per Govt. of India norms/UGC norms.
- xiii. The Departmental candidates shall be allowed age relaxation of 5 years (SC/ST/OBC shall also be eligible for age relaxation prescribed for these

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- categories under Govt. rules in addition to relaxation as Departmental candidates) who have completed 3 years service in NIFTEM.
- xiv. The outsource employees shall be allowed age relaxation of 5 years as well as 5% relaxation in marks percentage as prescribed for different posts in the Recruitment Rules.
 - xv. All reserved category candidates shall be required to submit attested copies of the latest Caste certificate issued by competent authority. Similarly, PwD candidates shall be required to submit proof of physical disability certificate from competent medical authority.
 - xvi. If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/ terminated.
 - xvii. Separate applications should be submitted if applying for more than one post.
 - xviii. Application sent through Email/Fax will not be entertained.
 - xix. Salary and perquisites offered are as per 7th Pay Commission Pay Scales.

7. Additional Information:

- i. Candidates employed in Government and Semi-Government Organizations, Public Undertakings, University and Educational Institutions must apply through their present employers. If they anticipate unavoidable delay in their applications being forwarded through proper channel, they may submit advance copies of their applications directly to the **Registrar, NIFTEM Plot No.97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District -Sonapat, Haryana**. However, final selection will be made only after such application is forwarded by the concerned organization or NOC is submitted at the time of interview.
- ii. The candidate is responsible for the correctness of the information provided in the application.
- iii. Candidates are advised to visit the institute website regularly for updates and relevant information.
- iv. Short listed candidates will be informed by email and speed post for interviews.
- v. The Institute reserves the right to reject any or all applications or it may amend any of the clauses above as per orders of the competent authority/Govt. of India.
- vi. Incomplete applications shall be summarily rejected and no communication in this regard shall be entertained.


(Dr. T.N. Giri)
Registrar.

To

- 1. All HoDs/Deans/ARs.
- 2. DC (F)
- 3. AR (IT) (for uploading on the website)
- 4. Notification Guard File.

CC to:

- 1. VC Sectt.
- 2. Registrar office.

Details of Sanctioned Posts

Sl. No.	Details of the Posts	Sanctioned Posts
1.	Registrar	01
2.	Controller of Examination (CoE)*	01
3.	Deputy Controller Finance and Accounts (DC-F&A)	01
4.	Deputy Librarian (DL)	01
5.	Dy. General Manager (DGM)	01
6.	Assistant Registrar (AR)	03
7.	Assistant Librarian (AL)	02
8.	Assistant General Manager (AGM)	01
9.	Quality Assurance Manager (QAM) for FTL + PP	01
10.	Manager for Pilot Plant	01
11.	Senior Analyst (SA) for FTL	02
12.	Accounts Officer (AO)	01
13.	Junior Analyst (JA) for FTL	02
14.	Private Secretary (PS)	01
15.	Foreman for PP	02
16.	Personal Assistant (PA)	02
17.	Assistant (including 2 posts of EA)	11
18.	Accountant	02
19.	Cashier	01
20.	Junior Engineer (Civil/Electrical)	02
21.	Sr. Library Information Assistant (SLIA)	02
22.	Network Administrator (NA)	01
23.	System Administrator (SA)	01
24.	Lab Incharge (LI)	06
25.	Lab Technician (LT)	04
26.	Technician (PP)	02
27.	Multi Tasking Staff (MTS)	02

* Tenure Posts

Recruitment Rules**1. Registrar***

1.	Classification of Post	Administrative (Grade-I), Level 14 in 7 th CPC
2.	No. of Post(s)	01 (One) Subject to variation
3.	Scale of Pay (Rupees)	Pay Band – IV of Rs.37,400.00 –Rs.67,000.00 + Grade Pay of Rs. 10000/- (in 7 CPC-Rs.144200-218200)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	Up to 55 years (as on last date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. Master's Degree with atleast 55% marks or its equivalent grade of B in the UGC seven point scale. 2. At least 15 years of experience as Assistant Professor/Associate Professor of which eight years should be in Associate Professor grade with experience in Educational Administration. <p style="text-align: center;">OR</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which eight years should be in Deputy Registrar grade or equivalent post in the Grade Pay of Rs.7600 or above.</p> <p><u>Desirable:</u></p> <p>Experience in Human Resource/Finance/Examination /Establishment/Campus Management and other aspects of administration, in a University/large educational/R&D Institution/Central or State Govt. or Autonomous Organizations/PSUs.</p>

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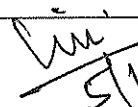
		Degree in management/engineering /law /finance. Experience in handling computerized administration, legal, financial or establishment matters. All round ability to coordinate and lead a team of officers with a variety of expertise.
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct recruitment for a tenure of 05 years through open selection, failing which by Deputation.
8.	In case of recruitment by deputation	Persons fulfilling the eligibility conditions as prescribed above for direct recruitment.
9.	Period of Probation	Tenure Post
10.	Age of Superannuation	60 years

1.1 Score card for the post of Registrar

S. No.	Particulars	Marks allotted
I.	Academic background	37.5
	a. Bachelor degree	Maximum marks allotted: 07.5 The score will be calculated in the following manner: 7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner:

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		10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. M.Phil.	Maximum marks allotted: 05 The score will be calculated in the following manner: 05 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Ph.D.	Marks allotted: 05
	e. Other relevant academic degrees like LLB/LLM/MBA/PG in HRM/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 05 1) 01 mark for each degree/diploma.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Academics • Admission • Automation/Digitalization • Conduction of Statutory Bodies meetings • Convocation 	Maximum marks allotted: 15 01 mark for each activity


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	<ul style="list-style-type: none"> • Establishment • Examination • Finance & Accounts • 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 experience	Maximum marks allotted: 15 1) 01.5 mark/year of experience above minimum experience prescribed in the Recruitment Rules.
	c. Training/Workshop/Seminar/Conferences attended in relevant field (supported by certificate).	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more programmes attended.
	d. Publications (Books/Articles)	Maximum marks allotted: 05 05 marks for book (s) published 01 marks for each Chapter published 01 mark for each article published
III.	Interview performance	Maximum marks allotted: 12.5

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	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about rules and regulations	Maximum marks allotted: 04
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

1.2 Composition of the Selection Committee for the post of Registrar

- a. Vice Chancellor - Chairman
- b. One nominee of the Chancellor
- c. One nominee of the Board of Management
- d. One expert appointed by the Board of Management who is not an employee of the deemed to be university

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 8.75, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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2. Controller of Examinations (CoE)*

1.	Classification of Post	Administrative (Group-A), Level 14 in 7 CPC
2.	No. of Post(s)	01 (One) Subject to variation
3.	Scale of Pay (Rupees)	Pay Band IV of Rs. 37,400 – 67,000 + Grade pay of Rs. 10,000 (in 7 CPC Rs.144200-218200)
4.	Whether Selection post of non-selection post	Selection
5.	Age Limit for Direct Recruits	55 Years
6.	Educational and other qualifications required for Direct Recruitment	<p>Essential Qualification and Experience:</p> <p>1. A Post Graduate degree with at least 55% marks or its Equivalent grade.</p> <p>2. At least 15 year of experience as Lecturer/Asst. Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>3. Comparable experience in research establishments and other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>4. 15 years of administrative experience out of which eight years should be at the level of Deputy Registrar/ Deputy Controller of Examination or equivalent in the Grade Pay of Rs.7600 or above.</p> <p>Desirable: Ph.D. and/or experience of University administration and Familiarity with the working of University bodies and Institutions.</p>
7.	Method of recruitment- whether by Direct Recruitment or by deputation/transfer and percentage of vacancies to be filled by various methods.	<p>Direct Recruitment/ Deputation.</p> <p>Direct Recruitment for a tenure of five years renewable for a further period of five years, failing which by deputation.</p>
8.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ Deputation/ transfer to be made.	<p>In case of Deputation:</p> <p>1. Persons holding analogous post or equivalent or at least 15 years of experience as Lecturer/Asst. Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>2. Comparable experience in research establishments and other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>3. 15 years of administrative experience out of which eight years should be at the level of Deputy Registrar/ Deputy Controller of Examination or equivalent in the Grade Pay of Rs.7600 and above in Central/State universities/Autonomous Bodies/Technical Research institutions.</p>
9.	Period of Probation	Tenure Post
10.	Age of Superannuation	60 years

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2.1 Score Card for the post of CoE

S. No.	Particulars	Marks allotted
I.	Academic background	37.5
	a. Bachelor degree	Maximum marks allotted: 07.5 The score will be calculated in the following manner: 7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. M.Phil.	Maximum marks allotted: 05
	d. Ph.D.	Maximum marks allotted: 05
	e. Other relevant academic degrees like LLB/LLM/MBA/PG in HRM/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 05 1) 01 mark for each degree/diploma.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.

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II.	Assessment of domain knowledge and exam/administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Academics • Admission • Automation in academic exam processes • Convocation • Examination • Legal Matter • Placements of students • RTI Matters • Student welfare • Training and Development activities • Vigilance Matters 	Maximum marks allotted: 15 1.5 mark for each activity
	b. Examination/Administrative experience	Maximum marks allotted: 15 1) 01 mark/year of experience above minimum prescribed experience in the Recruitment Rules..
	c. Training/Workshop/Seminar/Conferences attended in relevant field.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programmes.
	d. Publications (Books/Articles)	Maximum marks allotted: 05 05 marks for book (s) Published 01 marks for each Chapter Published 01 mark for each article Published
III.	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about rules and regulations	Maximum marks allotted: 04

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	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

2.2 Composition of the Selection Committee for the post of Controller of Examinations

- a. Vice Chancellor - Chairman
- b. Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- c. Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- d. One member of SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category).
- e. Registrar – Member Secretary.

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 8.75, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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

1.	Classification of Post	Administrative (Grade-I), Level 12 in 7 CPC
2.	No. of Post(s)	01 (One) Subject to variation
3.	Scale of Pay (Rupees)	Pay Band – IV of Rs.15,600.00 –Rs.39,100.00 + Grade Pay of Rs. 7600/- (in 7 CPC Rs.78800-209200)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	45 years (as on date prescribed for submission of application)
6.	Educational and other qualification required for direct recruitment.	<u>Essential Qualification & Experience:</u> 1. M.Com or MBA (Finance) with atleast 55% marks. 2. Having 10 years experience in handling Finance & Accounts matters out of which 05 years experience should be at the level of Rs. 5400/- (Group A) Grade Pay of equivalent in a Central/State Govt./Autonomous bodies/PSUs/Universities/Central/State Govt. Institutions and other educational and Research Institutions.
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/Deputation.
8.	In case of recruitment by deputation	Persons holding analogous post or equivalent or Assistant Controller (Accounts) or equivalent on regular basis with 05 years of experience in handling Accounts/Finance functions in Central/State Governments/Autonomous Bodies/PSUs/Universities/Central Institutions.
9.	Period of Probation	One Year
10.	Age of Superannuation	60 Years

3.1 Score Card for the post of DC (F&A):

S. No.	Particulars	Marks allotted
I.	Academic background	37.5

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a. Bachelor degree	<p>Maximum marks allotted: 07.5</p> <p>The score will be calculated in the following manner:</p> <p>7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
b. Masters Degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
c. MBA	<p>Maximum marks allotted: 05</p> <p>The score will be calculated in the following manner:</p> <p>05 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
d. Ph.D.	Marks allotted: 05
e. Other relevant academic degrees like C.A./ICWA/PG Diploma of not less than 01 year etc.	<p>Maximum marks allotted: 05</p> <p>1) 01 mark for each Degree/Diploma.</p>
f. Medals/Award/Recognitions obtained at Bachelor's	Maximum marks allotted: 05

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	Degree/ Masters Degree/MBA/CA/ICWA levels for academic excellence	1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Admissions • Automation of Accounts activities • Budgetary matters • Conduction of Statutory Bodies meetings • Finance& Accounts • Infrastructure Development • Media & event management • MoUs/ Agreements preparations • Parliamentary Matters • RTI Matters • Store & purchase • Student Welfare Vigilance 	Maximum marks allotted: 15 1.5 mark for each activity
	b. Finance & accounts experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience prescribed in the Recruitment Rules.
	c. Training/Workshop/Seminar/ Conferences attended in relevant field.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programmes.
III.	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about related rules and regulations	Maximum marks allotted: 04
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

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Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

3.1 Composition of the Selection Committee for the post of Deputy Controller of Finance and Accounts DC (F&A)

- a. Vice Chancellor - Chairman
- b. Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- c. Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- d. Registrar – Member Secretary.

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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4. Deputy Librarian (DL)**

1.	Classification of Post	Administrative (Group-A), Level 12 in 7 CPC
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band III of Rs. 15,600- 39,100 +Grade pay of Rs. 7600/- (in 7 CPC-Rs.78800-209200)
4.	Whether Selection post or non-selection post	Selection Post
5.	Age Limit for Direct Recruits	45 Years
6.	Educational and other qualifications required for Direct Recruitment	<p>Essential Qualification and Experience:</p> <ol style="list-style-type: none">1. A Master Degree in Library science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in UGC seven point scale and consistently good academic record.2. A minimum of 5 years experience as an Assistant Librarian in a University/ Educational & Research Institute/ State or Central Government Libraries or equivalent.3. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. <p>Desirable: M.Phil./Ph.D. Degree in Library Science/ Information science/Documentation/Archives and Manuscript/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.	Direct Recruitment/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.
9.	Period of Probation, if any	One Year (Direct Recruitment)
10.	Age of Superannuation	62 Years

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4.1 Score Card for the post of Deputy Librarian

S. No.	Particulars	Marks allotted
1	Academic background	Maximum marks allotted = 20
	a. Bachelor degree (any degree)	Maximum marks allotted: 03 The score will be calculated in the following manner: 05 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Master's Degree in Library Science/ Information Science/ Documentation	Maximum marks allotted: 06 1a. Bachelor's Degree in Library Science (One year course) as a part of PG Programme = 2 marks (Marks shall be awarded on Prorata basis of 50% = 0 marks, 100%= 2 marks . 1b. Master Degree in Library Science (one year course) = 4 marks (Marks shall be awarded on Prorata basis of 50% = 0.0 marks, 100%= 4 marks . OR 2. Master Degree in Library Science (Two years integrated course = 6 marks (Marks shall be awarded on Prorata basis of 50% = 0.0 marks, 100%= 6 marks)
	c. M.Phil/ Ph.D in Library Science Information Science/ Documentation/ Archives/ Manuscript keeping.	Maximum marks allotted: 05 a. Ph.D = 5 marks b. M.Phil = 3 marks
	d. Higher Degree other than Library Science (M.A/ M.Com/ M.Sc/ MBA)/ higher training in the field	Marks allotted: 04 a. M.A/ M.Com/ M.Sc/ MBA = 2

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		marks/degree b. Higher academic Training (21 days & above) = 1 marks for each training.
	e. Medals/ Awards/ Recognitions	Maximum marks allotted: 02 marks a. University Gold Medal = 2 marks each b. Any other academic award = 1 mark each If a candidate secures more than one Award/ Medal/ Recognition for the same degree and or achievement, the highest award will be considered for allotting marks.
2	Experience in the field of Library Science/ Information Science/ Documentation	Maximum marks allotted: 17 a. Assistant Librarian/ College Librarian/ Documentalist = 02 marks / year. Note: <i>To be supported by certificate issued by the competent authority.</i>
3	Scientific publications	Maximum marks allotted: 20.5 a. Books/ Bibliographies published / compiled = 0.5 mark / each (Maximum = 5 marks) b. Articles published in International Journals = 2 marks each (Maximum = 4 marks) c. Articles published in National Journals = 1 mark each (Maximum = 2 marks) d. Paper presented at conferences / seminars etc. = 0.5 mark each (maximum = 2 marks) e. Chapters in standard books = 0.5 mark each (Maximum marks allotted: 05)
4	Attainments in the field (as Assistant Librarian and above)	Maximum Marks = 20 a. Offering courses for UG/PG to the Students = 0.5 mark / course/ year (Maximum = 05 marks) b. As an Expert in the Selection Committees of ICAR/ UGC/ SAU's 1 mark each =

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		<p>(Maximum = 2 marks)</p> <p>c. Conducting book exhibition on special occasion 1.0 mark each = (Maximum = 2 marks)</p> <p>d. Major advisor / Guide for M.Phil/ Ph.D, 1 mark per student = (Maximum = 3 marks)</p> <p>e. Creation of Databases / Digitization i) As a Leader (2 marks each). ii) As a Associate 1 mark each (Maximum = 4 marks)</p> <p>f. Innovative library services</p> <p>i) As a Associate 1 mark each (Maximum = 4 marks)</p> <p>Note: All certificates should be issued by the competent authority.</p>
5	<p>Exposure to Symposium/ Seminar/ Summer Institute/ Winter Institute/ Refresher Courses/ Workshop & Training Programme (during the tenure of Assistant Librarian/ College Librarian/ Documentalist).</p>	<p>Maximum marks allotted= 10</p> <p>1. For conducting/ Organizing Symposia/ Seminars/ / Summer Institute/ Winter Institute/ Refresher Courses/ Workshop & Training Programme at:</p> <p>a) International = 4 marks/ activity as Leader/ Director; 2 marks/ activity as Associate Leader / Co-Director.</p> <p>b) National level = 3 marks/ activity as Leader/ Director; 1.5 marks/ activity as Associate Leader Co-Director.</p> <p>c) University level = 2 marks/ activity as Leader/ Director; 1.0 marks/ activity as Associate Leader Co-Director.</p> <p>d) For participating in Symposium/ Seminar/ Summer Institute/ Winter Institute/ Refresher Courses/ Workshop & Training Programme as:</p> <p>a) Resource Person to impart training = 2 marks/ activity</p>

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6	Performance in the interview	Maximum marks allotted= 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about library organization and management	Maximum marks allotted: 04
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

4.2 Composition of the Selection Committee for the post of Deputy Librarian

a) The Selection Committee shall have the following composition for the post of Deputy Librarian.

1. The Vice-Chancellor shall be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management.
3. Dean of the concerned Faculty, wherever applicable.
4. Concerned Head of the Department.
5. An academician nominated by the Chancellor.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

b) At least four members, including two outside subject experts shall constitute the quorum.

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview, the same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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5. Deputy General Manager (DGM)

1.	Classification of Post	Administrative (Group-A), Level -12 in 7 CPC.
2.	No. of Posts	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – III, Rs. 15,600-39,100+Grade Pay of Rs. 7600/- (in 7 CPC Rs.78800-209200)
4.	Whether Selection Post or Non-Selection Post	Selection Post
5.	Maximum Age Limit for Direct recruitments	45 Years (as on last date of submission of applications).
	Maximum Age Limit for Deputation.	55 Years (as on last date of submission of applications).
6.	Educational and other qualification required for Direct Recruitment/Deputation.	<p><u>Essential Qualification & Experience:</u></p> <p>Masters Degree in Business Administration / PG Degree in Labour and Social Welfare or equivalent with specialization in Human Resource Management / Personnel Management /Industrial Relations with 55 % marks.</p> <p>OR</p> <p>Graduate Degree in Food Engineering, Food Science &Technology /Agriculture Science/ Post Harvest Technology with 55% marks.</p> <p>Experience: At least 08 years experience in Pay Band –III of GP Rs. 5400 and above grade or Minimum 03 years of experience in the Grade Pay of Rs.6600, in a State/ Central Government Organizations/PSUs/ Universities/ Educational Institutes.</p> <p>OR</p> <p>At least 08 years experience as AGM/Senior Manager or equivalent post in a large scale establishment in Private Sector.</p> <p>The experience of the candidates belonging to any of the above categories should be in one or more of the following areas:</p> <p>Consultancy Services / Planning and execution of training programmes / Developing of Training Modules for skill development / Implementation of skill developing programmes / Placements / Industry connect.</p> <p>*Person holding analogous post with above qualifications and relevant experiences are also eligible to apply.</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/Deputation.

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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.
9.	Period of Probation	One Year
10.	Age of Superannuation	60 years

5.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	37.5
	a. Bachelor degree	Maximum marks allotted: 07.5 The score will be calculated in the following manner: 7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. M.Phil.	Maximum marks allotted: 05 The score will be calculated in the following manner: 05 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.

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	d. Ph.D.	Marks allotted: 05
	e. Other relevant Degree/Diploma like PG Diploma etc. of not less than 01 year.	Maximum marks allotted: 05 1) 01 mark for each certificate.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and managerial experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Admissions • Automation • Developing of Training Modules for skill development • Establishment • Finance & Accounts • General administration • Human resource development • Implementation of skill developing programmes. • Infrastructure Development • Legal matters • Media & event management • Outreach Training programme organized • Placements • Planning and execution of training programmes • RTI Matters • Store & purchase • Training and Development • Vigilance 	Maximum marks allotted: 15 1.5 mark for each activity

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	b. Managerial experience	Maximum marks allotted: 15 1) 01.5 mark/year of experience above minimum experience prescribed in the Recruitment Rules.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programmes.
	d. Publications (Book/Article)	Maximum marks allotted: 05 05 marks for book (s) published 02 marks for each Chapter published 01 mark for each article published
III.	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about related rules and regulations	Maximum marks allotted: 04
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

5.2 Composition of the Selection Committee for the post of Deputy General Manager (DGM)

- Vice Chancellor - Chairman
- Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- One member of SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category).
- Registrar – Member Secretary

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview, the

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same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.

- Based on the marks obtained as per score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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6 Assistant Registrar

1.	Classification of Post	Administrative (Group-A), Level -10 in 7 CPC.
2.	No. of Post(s)	03 (Three) <i>Subject to variation</i>
3.	Scale of Pay	Pay Band – III, Rs. 15,600-39,100+Grade Pay of Rs. 5400/- (in 7 CPC Rs.56100-177500)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit for Direct recruitments	40 years.
6.	Educational and other qualification required for Direct Recruitment/Deputation.	<p><u>Essential Qualification & Experience:</u></p> <ul style="list-style-type: none"> • Master's Degree with atleast 55% marks or equivalent grade of 'B' in UGC seven point scale. <p><u>Experience for Direct Recruitment:</u></p> <ul style="list-style-type: none"> • Atleast five years, post qualification experience, in a supervisory capacity in a relevant field, equivalent to Group 'B' post (Grade Pay of Rs.4200) Or atleast three years experience in Group B Post in the Grade pay of Rs.4600/Rs.4800 in a Govt. Department or a University or Educational or Research institution or Teaching or Research institution or similar corporate experience in a reputed private organization along with proven administrative capabilities. <p><u>For Deputation:</u></p> <ul style="list-style-type: none"> • Officers holding Master's Degree with atleast 55% marks or equivalent grade and holding analogous post on regular basis in Central / State / Govt. Departments / Autonomous bodies / Public Sector Undertakings/Government educational institutions/Universities are also eligible. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • MBA/LLB/CA/ICWA/CS/MCA or equivalent qualification.

		<ul style="list-style-type: none"> • Knowledge of Govt. Rules and Office Procedures and experience of working at supervisory level in Government funded Academic Institution. Candidates should have a desirable Aptitude Type: leadership quality and requisite experience in one or more of the following areas: Financial procedures / Accounting / Auditing OR Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters OR procurement of equipments, consumables, instruments, furniture and fixtures (both indigenous & from abroad) and rules and regulations relating to stores purchase, stores accounting, stores verification etc. And Government procedures for importing items from abroad OR Rules and regulations concerning all matters pertaining to students academic records, senate records and implementation of senate decisions, award of scholarships, organization of annual convocation etc. and ability to organize and supervise the computerization of office work is desirable.
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/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.
9.	Period of probation, if any	Two Years
10.	Age of Superannuation	60 years

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6.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	27.5
	a. Bachelor degree	Maximum marks allotted: 07.5 The score will be calculated in the following manner: 7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Other relevant Degree/Diploma like LLB/LLM/MBA/PG in HRM/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 05 1) 01 mark for each Degree/Diploma.
	d. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 60
	a. Domain knowledge: <ul style="list-style-type: none"> • Academics • Admissions • Automation • Conduction of Statutory Bodies meetings 	Maximum marks allotted: 30 02 marks for each activity

	<ul style="list-style-type: none"> • Convocation • Establishment Matters • Examination • Experience in Information and Communication Technology • Finance & Accounts • Formulation of Recruitment Rules/Promotion policies • General administration • Human resource development • Infrastructure Development • Legal Matters • Media & event management • Placements of students • RTI Matters • Store & purchase • Student Welfare • Training and Development • Vigilance 	
	b. Administrative experience	Maximum marks allotted: 20 1) 02 mark/year of experience above minimum experience prescribed in the Recruitment Rules.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 01 mark for 1-5 days, 01.5 mark for 06-13 days and 02 marks for 14 days and more programmes.
III.	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about related rules and regulations	Maximum marks allotted: 04

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	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

6.2 Composition of the Selection Committee for the post of Assistant Registrar

- a. Vice Chancellor - Chairman
- b. Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- c. Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- d. One member of SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category).
- e. Registrar – Member Secretary

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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7 Assistant Librarian**

1.	Classification of Post	Administrative (Group-A), Level – 10 in 7 CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band III of Rs. 15,600- 39,100 +Grade pay of Rs. 5400/- (In 7 CPC Rs.56100-177500)
4.	Whether Selection post or non-selection post	Selection Post
5.	Age Limit for Direct Recruits	40 Years as on last date of submission of applications. (UGC no age bar)
6.	Educational and other qualifications required for Direct Recruitment	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science/ Information Science/Documentation 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. 2. Qualifying in National Eligibility Test (NET) conducted for the purpose by the UGC or any other agency approved by the UGC. <ol style="list-style-type: none"> 1. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian. 2. Provided further, the award of degree to candidates registered for the M.Phil/Ph.D Programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinance / Bylaws /Regulations of the Institutions awarding and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in the institute subject to the fulfillment of the following conditions: <ol style="list-style-type: none"> a) Ph.D. degree of the candidate was awarded in the regular mode only; b) Evaluation of the Ph.D. thesis was done by at least two external examiners; c) Open Ph.D. viva-voce of the candidate had been conducted; d) A candidate has published a minimum of two research papers from his / her Ph.D. work out of which at least one must be in a refereed journal; e) Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work. f) That (a) to (e) indicated above are certified by the Vice-Chancellor / Pro-Vice Chancellor /

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		Dean (Academic Affairs) / Dean (University instructions).
		3. A minimum of five years relevant experience in library in Pay Band –II of Rs.9300-34800 + Grade Pay of Rs.4200 or above.
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/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.
9.	Period of Probation, if any	One Year (Direct Recruitment)
10.	Age of Superannuation	62 years

7.1 Score Card:

S. No.	Particulars	Marks allotted
1	Academic background	Maximum marks allotted = 43
	a) Bachelor degree	Maximum marks allotted: 10 10 marks shall be awarded on Prorata basis considering the conversion percentage of marks given in the Equivalent percentage certificate of CGPA (Trimester system)/ OGPA-10=100 % (Semester system) issued by the competent authority as under: 1) For candidates holding degree under Trimester / Semester system, 60% gets 0.0 Mark and 100% gets 10 marks. 2) The candidates shall compulsorily furnish an attested copy of the certificate of equivalent percentage of marks in case of award of marks other than in 10 point scale.
	b) Master's Degree in the concerned subject	Maximum marks allotted: 20 20.00 mark shall be awarded on Prorata basis considering the conversion percentage of marks given in the Equivalent percentage certificate of CGPA (Trimester system)/

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		<p>OGPA (Semester system) issued by the competent authority as under.</p> <p>1) For candidates holding degree under Trimester / Semester system, 70% gets 0.0 mark and 100% gets 20 marks</p> <p>2) For candidates holding degree under Trimester system where equivalent certificate is not given, CGPA of 2 gets 0.0 mark and 4 get 20 marks</p> <p>3) In case of candidates holding degree from traditional system/ Universities 50% gets 0.0 mark and 100% gets 20 marks.</p> <p>Note: The candidates shall compulsorily furnish an attested copy of the certificate of equivalent percentage of marks in the case of award of marks other in 10 points scale.</p>
	c) Ph.D degree	<p>Maximum marks allotted: 10</p> <p>1) Candidates obtaining Ph.D from traditional University (3+2+3/3+2+1+2 system) with course work and Ph.D from foreign Universities without course work = 10 marks.</p> <p>2) Candidates obtaining Ph.D without course work or by research alone in any University = 5 marks</p> <p>Note: Relevant document for undergone course work to be enclosed.</p>
	Additional qualification in the field	<p>Marks allotted: 03</p> <p>1) Post-doctoral Fellow = 3 marks for each of 6 months and above.</p> <p>2) PG diploma/ M.Phil./ B.L.I.Sc of not less than ten months duration = 2 marks for each Degree.</p> <p>3) Higher Academic Training in a recognized Academic/ Scientific/ Professional Institutions in relevant field (5 days & above</p>

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		duration) = 0.5 mark each training.
2	Medals/ Awards/ Recognitions (during Bachelor's degree & above) for academic excellence	<p>Maximum marks allotted: 06 marks</p> <p>1) International award = 4 marks each award/ medal/ recognition.</p> <p>2) National award = 3 marks each</p> <p>3) State award = 2 marks each</p> <p>4) University Gold Medal = 2 marks each</p> <p>5) Award from Professional Society = 1 mark for each award. If a candidate secures more than one medal/ award for the same achievement, the highest award shall be considered for allotting marks.</p>
3	Sports & cultural/ NCC/ NSS (during the study period of Bachelor's degree & above)	<p>Maximum marks allotted: 06 marks</p> <p>Sports and Cultural:</p> <p>1) Represented at International level in Sports / Cultural events Representing Nation = 4 marks/ event/ year.</p> <p>2) Represented at National level in Sports / Cultural events Representing State = 2 marks/ event/ year.</p> <p>3) Represented the University in Sports / Cultural events = 1 mark/ event/ year.</p> <p>NCC:</p> <p>1) Candidates possessing "C" Certificate participating in the National Republic Day Parade = 4 marks</p> <p>2) "C" Certificate holder with attended National Republic day Camp/ Participating State Republic day Parade = 3 marks.</p> <p>3) "C" Certificate holder representing State Republic Day Camp = 2 marks</p> <p>4) "C" Certificate holder = 1 mark</p> <p>Note: Sports & Games/ Cultural events</p>

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		<p>recognized by Association of Indian Universities (Sport Division), New Delhi shall only be considered.</p> <p>NSS:</p> <p>1) National award individual = 4 marks</p> <p>2) State award individual = 3 marks</p> <p>3) Participated in National Republic day = 3 marks</p> <p>4) Participated in State Republic day = 2 marks</p> <p>5) Adventure Camp in National Level = 2 marks</p> <p>6) National integration camp representing University = 1 marks</p> <p>Note: Certificate issued by Govt. of India/ State Government/ Competent Authority only be considered.</p>
4	Experience in the field of Library Science such as: Library Assistant/Professional working at Academic/ Scientific/ Library/ College/ University/ recognized Institution/ Govt. Organization, NGO's recognized by Government of India	<p>Maximum marks allotted: 12.5</p> <p>1) 1.5 mark / year of service.</p>
5	Special attainment in academic field (during Bachelor's degree & above)	<p>Maximum marks allotted: 05</p> <p>Fellowship/ Scholarship from recognized organization= 2.5 marks for each</p>
6	Scientific publications in the concerned field	<p>Maximum marks allotted: 15</p> <p>1) For full length Papers published in referred scientific journals at:</p> <p>a) International level = 3 marks each</p> <p>b) National level = 2 marks each</p> <p>2) For Research Note/ Abstracts published in Journal/ Seminar/ Symposium/ Conference =</p>

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		<p>0.5 mark each (Maximum = 5 marks).</p> <p>3) Full length papers presented & published in Seminar/ Symposium/ Conference at (Maximum = 7 marks).</p> <p>a) International level = 2 marks each</p> <p>b) National level = 1 marks each</p> <p>c) University level = 0.5 mark each</p> <p>4) Book published by individuals = 3 marks each (Maximum = 6 marks).</p> <p>Note: Translation books carried 50% marks.</p> <p>5) Research Bulletins/ Extension Bulletins/ Chapters in Books published by Universities/ National Institutes/ Govt. Departments/ Standard Commercial Publishers/ Training Manuals/ Laboratory Manuals = 0.50 mark each (Maximum = 4 marks).</p> <p>6) Extension leaflets/ Folders/ Brochures Published by Universities/ National Institutes/ Govt. Departments/ Standard Commercial Publishers = 0.50 mark each (Maximum = 4 marks)</p> <p>7) Popular articles published in leading Dailies/ Institutional/ Govt. Deptt./ Periodicals/ Radio talks/ TV programmes/ Phone-in programmes = 0.5 marks each (Maximum = 4 marks).</p> <p>Note:</p> <p>a) All the publications mentioned above should have been published as on the last date prescribed for submission of filled-in applications.</p> <p>b) The first three authors in all the above cases will get full marks while the rest of the authors will get 50 percent of the marks allotted to each item.</p>
7	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about library organization & management	Maximum marks allotted: 04

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	and related rules and regulations	
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

7.2 Composition of the Selection Committee for the post of Assistant Librarian

a) The Selection Committee shall have the following composition for the post of Assistant Librarian.

1. The Vice-Chancellor shall be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management.
3. Dean of the concerned Faculty, wherever applicable.
4. Concerned Head of the Department.
5. An academician nominated by the Chancellor.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

b) At least four members, including two outside subject experts shall constitute the quorum.

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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8 Assistant General Manager (AGM)

1.	Classification of Post	Administrative (Group-A), Level -10 in 7 CPC.
2.	No. of Post (s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – III, Rs. 15,600-39,100+Grade Pay of Rs. 5400/- (In 7 CPC Rs.56100-177500)
4.	Whether Selection post or non-selection post	Selection post.
5.	Maximum Age Limit for Direct recruitments	40 years (as on last date of submission of application).
	Maximum Age Limit for Deputation.	45 years (as on last date of submission of application).
6.	Educational and other qualification required for Direct Recruitment/Deputation.	<p><u>Essential Qualification & Experience:</u></p> <p>Masters Degree in Business Administration/Food Science and Technology/PG Degree in Labour and Social Welfare or equivalent with specialization in Human Resource Management / Personnel Management /Industrial Relations with 55 % marks.</p> <p style="text-align: center;">OR</p> <p>Graduate Degree in Agriculture Engineering / Food Engineering / Food Science & Technology/ Food Processing / Food Technology and Management with 55% marks and should be able to do his work independently on computer.</p> <p>Experience: At least 05 years relevant experience in Pay Band - II of GP Rs 4200 OR 03 years experience in GP of Rs 4600/Rs.4800 in a State / Central Government / Organization / PSUs / University / Educational Institute.</p> <p style="text-align: center;">OR</p> <p>At least 04 years experience as Senior Manager/ Manager / equivalent post in Private Sector.</p> <p>The experience of the candidates belonging to any of the above categories should be in one or more of the following areas:</p> <p>Consultancy Service / Industry connect / Placement of students / Planning and execution of training programmes / Developing of Training Modules for skill development / Implementation of skill developing programmes.</p> <p>*Person holding analogous post with above qualifications and relevant experiences.</p>

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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/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.
9.	Period of Probation	Two Years
10.	Age of Superannuation	60 Years

8.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	27.5
	a. Bachelor degree	Maximum marks allotted: 07.5 The score will be calculated in the following manner: 7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Other relevant Degree/ Diploma like LLB/LLM/MBA/PG in HRM/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 05 1) 01 mark for each Degree/Diploma.

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	d. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each Degree/Diploma.
II.	Assessment of domain knowledge and managerial experience	Maximum marks allotted: 60
	a. Domain knowledge: <ul style="list-style-type: none"> • Consultancy Services • Developing of Training Modules for skill development • Human resource development • Implementation of skill developing programmes. • Industry connect activities • Infrastructure Development • Media & event Management • Placement of students • Placements of students • Planning and execution of training programmes • Training and Development • RTI Matters • Legal Matters 	Maximum marks allotted: 25 02 marks for each activity
	b. Managerial experience	Maximum marks allotted: 20 1) 02 mark/year of experience above minimum experience prescribed in the Recruitment Rules.
	c. Training/Workshop/Seminar/ Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more programmes attended.

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	d. Publications (Books/Articles)	Maximum marks allotted: 10 05 marks for book (s) Published 02 marks for each Chapter Published 01 mark for each article Published
III.	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about rules and regulations	Maximum marks allotted: 04
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

8.2 Composition of the Selection Committee for the post of Assistant General Manager (AGM)

- a. Vice Chancellor - Chairman
- b. Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- c. Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- d. Head of the Department concerned.
- e. One member of SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category).
- f. Registrar – Member Secretary

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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9 Quality Assurance Manager (FTL/PP)

1.	Classification of Post	Technical Post (Group-A), Level-10 in 7 CPC.
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – III of Rs.15600.00 –Rs.39100.00 + Grade Pay of Rs. 5400/- (In 7 CPC Rs.56100)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	40 years (as on late date prescribed for submission of application)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. Post graduate Degree in Chemistry / Analytical Chemistry/ Microbiology /Food Technology with 55% marks. Or B.Tech with five years of relevant experience 2. A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab./NIFTEM Lab. Or B.Tech in Food Science and Technology with five years of relevant experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab./NIFTEM Lab. 3. A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab./NIFTEM Lab. 4. Should have adequate knowledge of relevant National and International Food Standards, Requirements and conditions for Accreditation to ISO/IEC 17025 and conducting quality audits <p><u>Desirable:</u></p> <ol style="list-style-type: none"> (i) PhD in any relevant area (ii) Internal auditor course as per ISO/IEC17025

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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/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 the essential qualifications & experience as mentioned above for direct recruitment are also eligible.
9.	Period of Probation	Two Years
10.	Age of Superannuation	60 Years

9.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	32.5
	a. Bachelor degree	Maximum marks allotted: 07.5 The score will be calculated in the following manner: 7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.

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	c. Ph.D.	Marks allotted: 05
	d. Other relevant Degree/Diploma of not less than 01 year.	Maximum marks allotted: 05 1) 01 mark for each Degree/Diploma.
	e. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and managerial experience	Maximum marks allotted: 55
	a. Domain knowledge: <ul style="list-style-type: none"> • Consultancy Service • Developing of Training Modules for skill development • Food testing • Implementation of skill developing programmes etc. • Industry connect • Lab infrastructure development • Lab Maintenance • Planning and execution of training programmes • Sample inventory management • Quality assurance/ Quality control in a NABL accredited lab 	Maximum marks allotted: 20 02.5 mark for each activity
	b. Managerial experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience prescribed.
	c. Training/Workshop/Seminar/ Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

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	d. Publications (Books/Articles)	Maximum marks allotted: 05 05 marks for book (s) Published 02 marks for each Chapter Published 01 mark for each article Published
III.	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about rules and regulations	Maximum marks allotted: 04
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

9.2 Composition of the Selection Committee for the post of Quality Assurance Manager

- Vice Chancellor - Chairman
- Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- Head of the Department concerned.
- One member of SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category).
- Registrar – Member Secretary.

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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10 Manager (Pilot Plant)

1.	Classification	Technical (Group-A), Level-10 in 7 CPC
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band-III of Rs. 15600-39100+GP 5400/-, (In 7 CPC Rs.56100-177500)
4.	Whether Selection post or non-selection post	Selection Post
5.	Age limit for direct recruits	40 years (as on late date prescribed for submission of applications)
6.	Educational and other qualifications required for direct recruitment	<p><u>Essential Qualification & Experience:-</u> B.Tech. Degree in Food Technology/Food Engineering/ Food Science & Technology/Agricultural Engineering/Post Harvest Technology /Food Technology and Management with at least 60% marks or above.</p> <p><u>Desirable:</u> Post Graduate Degree in Food Technology/Food Science & Technology/Agricultural Engineering/Post Harvest Technology with at least 55% marks or above.</p> <p><u>Experience :</u> A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab./NIFTEM Lab.</p> <p>At least 5 years experience including lab. experience in NIFTEM of which three years essential in a food processing industry of repute with area of specialization in:</p> <ol style="list-style-type: none">Dairy TechnologyFood TechnologyProcessing of meat and poultryFruits and Vegetable ProcessingGrain and Cereal TechnologyReady-to-eat foodsPilot Plant erection, commissioning & running of pilot plant.Technology innovation.Dissemination of technology to the industries.Process re-engineering.Commercialization of technologies.
7.	Method of recruitment – whether by direct recruitment or by deputation/transfer and percentage of vacancies to be filled by various methods.	Direct /Deputation
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	<p><u>Deputation/Transfer:</u> Persons holding analogous posts and fulfilling eligibility conditions prescribed for direct recruitment mentioned above.</p>
9.	Period of Probation, if any	Two years (for Direct Recruitment)

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10.	Age of Superannuation	60 Years
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10.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	27.5
	a. Bachelor degree	Maximum marks allotted: 7.5 The score will be calculated in the following manner: 7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Other relevant Degree/ Diploma of not less than 01 year.	Maximum marks allotted: 05 1) 01 mark for each Degree/ Diploma.
	d. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and managerial experience	Maximum marks allotted: 60

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	<p>a. Domain knowledge:</p> <ul style="list-style-type: none"> • Production/Processing • Quality control/Quality assurance • Commercialization of technologies. • Consultancy Service • Dairy Technology/ Food Tech. • Developing of Training Modules for skill development • Dissemination of technology to the industries. • Fruits and Vegetable Processing • Grain and Cereal Technology • Implementation of skill developing programmes etc. • Industry connect • Lab/ infrastructure development • Pilot Plant erection, commissioning & running of pilot plant. • Planning and execution of training programmes • Process re-engineering. • Processing of meat and poultry • Ready-to-eat foods • Technology innovation. 	<p>Maximum marks allotted: 30</p> <p>02 marks for each activity</p>
	<p>b. Managerial experience</p>	<p>Maximum marks allotted: 20</p> <p>1) 02 marks/year of experience above minimum experience prescribed.</p>
	<p>c. Training/Workshop/Seminar/Conferences attended in relevant fields.</p>	<p>Maximum marks allotted: 10</p> <p>0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.</p>
III.	<p>Interview performance</p>	<p>Maximum marks allotted: 12.5</p>

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a. Communication skills	Maximum marks allotted: 04
b. Knowledge about rules and regulations	Maximum marks allotted: 04
c. Response during interview	Maximum marks allotted: 02
d. Overall personality assessment	Maximum marks allotted: 2.5

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

10.2 Composition of the Selection Committee for the post of Manager- Pilot Plant

- a. Vice Chancellor - Chairman
- b. Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- c. Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- d. Head of the Department concerned.
- e. One member of SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category).
- f. Registrar – Member Secretary.

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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11 Senior Analyst (FTL)

1.	Classification of Post	Technical (Group-A), Level-10 in 7 CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – III of Rs.15600.00 –Rs.39100.00 + Grade Pay of Rs. 5400/-, (In 7 CPC Rs.56100-177500)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	40 years (as on last date prescribed for submission of applications)
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 Engineering/ Food Science & Technology/Agricultural Engineering/Post Harvest Technology /Food Technology and Management with at least 60% marks or above</p> <p>2. <u>Experience:</u> A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab./NIFTEM Lab. with areas of expertise in:</p> <ul style="list-style-type: none"> i. Operation of sophisticated Analytical Instruments: GC, HPLC, GC-MS, LC-MS/MS, AAS for their application for characterization of food components and safety and quality evaluation of food products, undertaking studies for shelf life and packaging studies. ii. Chemical /Physical/ Microbiological analysis of food products iii. Preparation of SOPs and other quality documents for NABL Accreditation iv. New analytical method development and validation v. Analytical method Validation as per EU

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		<p>norms for food products for exports vi. Calculations of uncertainties, participation in proficiency testing etc.</p> <p>3. Desirable: PhD in Analytical Chemistry/ Chemistry/ Food Technology, Food Science & Technology/ Microbiology Internal Auditor course as per ISO/IEC17025.</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/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 the essential qualifications & experience as mentioned above for direct recruitment are eligible.
9.	Probation Period	Two Years
10.	Age of Superannuation	60 Years

11.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	32.5
	a. Bachelor degree	<p>Maximum marks allotted: 07.5</p> <p>The score will be calculated in the following manner:</p> <p>7.5 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p> <p><i>Cin</i> <i>5/1</i></p>

	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Ph.D.	Marks allotted: 05
	d. Other relevant Degree/ Diploma of not less than 01 year.	Maximum marks allotted: 05 1) 01 mark for each Degree/ Diploma.
	e. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and managerial experience	Maximum marks allotted: 55
	a. Domain knowledge: <ul style="list-style-type: none"> • Preparation of SoPs • Methods validation & calibration of equipments • Hands on experience on sophisticated machines & equipments • Chemical /Physical/ Microbiological analysis of food products • Calculations of uncertainties, participation in proficiency testing etc. 	Maximum marks allotted: 20 02 marks for each activity.


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	<ul style="list-style-type: none"> • Consultancy Service • Developing of Training Modules for skill development • Food testing • Implementation of skill developing programmes etc. • Industry connect • Lab maintenance • Lab/ infrastructure development • Planning and execution of training programmes • Sample inventory management 	
	b. Managerial experience	Maximum marks allotted: 15 1) 01 mark/year of experience above minimum experience prescribed.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.
	d. Publications (Books/Articles)	Maximum marks allotted: 05 05 marks for book (s) Published 02 marks for each Chapter Published 01 mark for each article Published
III.	Interview performance	Maximum marks allotted: 12.5
	a. Communication skills	Maximum marks allotted: 04
	b. Knowledge about rules and regulations	Maximum marks allotted: 04
	c. Response during interview	Maximum marks allotted: 02
	d. Overall personality assessment	Maximum marks allotted: 2.5

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Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

11.2 Composition of the Selection Committee for the post of Senior Analyst – Food Testing Lab.

- a. Vice Chancellor - Chairman
- b. Two members from among NIFTEM Faculty / Non-Faculty to be nominated by Hon'ble Vice Chancellor.
- c. Two outside experts not in the service of University nominated by Hon'ble Vice Chancellor.
- d. Head of the Department concerned.
- e. One member of SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category).
- f. Registrar – Member Secretary.

Selection Process:

- The duly constituted Screening Committee will screen the applications and allot marks to eligible candidates based on the above score card except the interview marks, after verification of documents and shortlist the candidates for interview. The same will be uploaded on NIFTEM website. The marks allotted by Screening Committee shall be reviewed and approved by the Selection Committee.
- Based on the marks obtained as per the score card out of 87.5, top five candidates will be called for interview. The Selection Committee shall recommend a panel with minimum of two names in the waitlist in the order of merit.

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12 Accounts Officer

1.	Classification of Post	Administrative (Grade-II), Level -08 in 7 CPC.
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4800/- (In 7 CPC Rs.47600)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	35 years (as on date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment.	<u>Essential Qualification & Experience:</u> <ol style="list-style-type: none"> 1. Chartered/Cost Accountants/B.Com with MBA (Finance) from a reputed Institute. 2. 05 years experience of finance and accounts in a large enterprise; or Officers of Central/ State Governments/Autonomous Bodies/ PSUs/ Universities having adequate experience/ exposure to finance and accounts matters and holding analogous posts in Grade Pay of Rs. 4200/- or equivalent on regular basis.
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/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 mentioned above.
9.	Probation Period	Two Years
10.	Age of Superannuation	60 Years

12.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	50
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following

		<p>manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	b. 12 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	c. Bachelor degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	d. Masters Degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by</p>


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		the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant academic degrees like LLB/LLM/MBA/PG in HRM/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 05 1) 01 mark for each Degree/ Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence.	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Automation of Accounts activities • Budgetary matters (Preparation of Annual Budget & Revised Estimates) • Classification of accounts into various sub-heads • Conduction of Statutory Bodies meetings (Preparation of Agenda Notes and Minutes) • Operations of Tally Software/ Maintenance of Accounts in the Tally software • Preparation of accounts manually • Preparation of Annual accounts (Balance sheets, Profit & Loss Accounts, Receipt & Payment Accounts etc.) 	Maximum marks allotted: 19 1) 2.0 mark for each activity

	<ul style="list-style-type: none"> • Store & purchase • Conduction of CAG Audit, Internal Audit and Ministry Audit • Management information 	
	a. Experience in finance & accounts	Maximum marks allotted: 20 1) 02 mark/year of experience above minimum experience prescribed.
	b. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

12.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Subject area (Finance & Accounts)	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

12.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit; failing which
- Alphabetical order of first letter of the name of the candidates, placed higher in merit.

12.4 Composition of Selection Committee

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13 Junior Analyst (FTL)

1.	Classification of Post	Administrative (Grade-II), Level 7 in 7CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4600/- (in 7 CPC Rs. 44900-142400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	35 years (as on date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. M.Sc. in Chemistry / Analytical Chemistry / Food sciences and Food Science and Technology/ Microbiology with minimum 55% marks. 2. <u>Experience:</u> A minimum of 3 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab./NIFTEM Lab. with areas of expertise in: <ol style="list-style-type: none"> 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 ii. Chemical/ Microbiological analysis of food products. iii. Preparation of SOPS and other quality documents for NABL Accreditations iv. New analytical method development and validation v. Analytical method Validation as per EU norms for food products for exports vi. Calculations of uncertainties, participation in proficiency testing.
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/Deputation/Transfer.

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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 the essential qualifications & experience as mentioned above for Direct recruitment are eligible.
9.	Probation Period	Two Years
10.	Age of Superannuation	60 Years

13.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	Maximum marks allotted: 30
	a. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Other relevant PG Diploma of not less than 01 year.	Maximum marks allotted: 05 1) 01 mark for each Diploma.

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	d. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and managerial experience	Maximum marks allotted: 70
	a. Domain knowledge: <ul style="list-style-type: none"> • Consultancy Services • Developing of Training Modules for skill development • Development and Validation of methods. • Equipment calibration and Maintenance • Food testing • Implementation of skill developing programmes etc. • Industry connect • Lab Maintenance • Lab/ infrastructure development • Planning and execution of training programmes • Preparation of SOPs and other quality documents for NABL Accreditations • Routine analysis of food products using chemical and instrumental methods • Sample inventory management 	Maximum marks allotted: 30 2.5 mark for each activity.
	b. Relevant Lab experience	Maximum marks allotted: 25 1) 03 marks/year of experience above minimum experience prescribed.
	c. Training/Workshop/Seminar/ Conferences attended in relevant fields.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programmes.

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Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

13.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Subject area (Food processing/testing and related subjects)	50	60 minutes
General intelligence & reasoning	15	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	15	

There will be negative marking of 0.25 for each wrong answer.

- 13.3** Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:
- On the basis of date of birth with older candidate placed higher in merit; failing which
 - Alphabetical order of first letter of the name of the candidates placed higher in merit.

13.4 Composition of Selection Committee

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14 Private Secretary (PS)

1.	Classification of Post	Administrative (Group-B), Level – 07 in 7 CPC.
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay	Pay Band – II, Rs. 9,300-34,800+Grade Pay of Rs. 4,600/- (In 7 CPC – Rs.44900)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit for Direct recruitments	35 years (as on last date of submission of applications).
6.	Educational and other qualifications required	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none">1. Bachelor's Degree in any discipline with 50% marks from a recognized University with proficiency in English.2. Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English on Computer (Qualifying requirement). <p><u>Desirable:-</u></p> <ol style="list-style-type: none">1. Diploma/ Certificate in Office Management & Secretariat Practices/Modern Office Practices or equivalent from recognized/reputed institution.2. Knowledge of computer application viz. MS Word/Power Point/Excel etc. <p><u>Essential Experience:</u></p> <p>Minimum three years of experience as Personal Assistant in the Pay Band – II of Rs. 9300-34800 with GP of Rs. 4200/ or equivalent in Central or State Universities/Institutions/Government Departments/ PSUs/ Autonomous bodies.</p> <p style="text-align: center;">OR</p> <p>Seven years of experience in handling duties of Private Secretary/Personal Assistant/Stenographer which includes taking dictation in shorthand and its transcription; fixing up appointments, attending telephone calls and talking to the visitors in a graceful manner; keeping an accurate list of engagements, meetings, etc; keeping a note of movements of files; carrying out</p>

		the corrections in the officer's reference books and making fair copies of drafts, D.O. letters etc in a Private Organization of repute.
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/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.
9.	Period of Probation, if any	Two Years (Direct Recruitment)
10.	Age of Superannuation	60 years

14.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	50
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be

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		applied.
	c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 05 1) 02.5 marks for each Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree levels for academic excellence	Maximum marks allotted: 05 1) 02.5 mark / each Diploma.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Coordination among Division/ Departments. • Delivery of instructions by email/inter office note to 	Maximum marks allotted: 20 2.5 mark per year for each activity

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	different Departments. <ul style="list-style-type: none"> • Experience of handling meetings of different nature, preparation of proceedings/Minutes of meetings. • Liaisoning work. • Organizing conferences/Symposiums • Preparation of travel plans/Booking of tickets. • Working experience with senior functionary. 	
	b. Relevant experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

14.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions of one mark each:

Test	Number of Multiple choice questions	Duration of test
Govt. Rules & Regulations	20	Two hours
General intelligence & reasoning	20	
General awareness	20	
Quantitative aptitude	20	
English comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

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- 14.3 Skill tests typing and stenography will be qualifying and no mark will be given for the same. Typing speed 30 w.p.m. will be essential. Stenography test including dictation in English @ 80 words per minute for 05 minutes and transcription of shorthand in English on computer 20 minutes.
- 14.4 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:
- On the basis of date of birth with older candidate placed higher in merit failing which;
 - Alphabetical order of first letter of the name of the candidates placed higher in merit.

14.5 Composition of Selection Committee:

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15 Foreman (PP)

1.	Classification of Post	Technical (Group – B), Level – 07 in 7 CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band-II of Rs. 9300-34800+GP 4600/- (In 7 CPC Rs.44900-142400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Age limit for direct recruits	35 years (as on last date of submission of applications).
6.	Educational and other qualifications required for Direct Recruitment	<u>Essential Qualification & Experience:-</u> B.Tech. in Food/Agricultural/Mechanical Engineering. <u>Experience:</u> Minimum two years in food processing industry on shop floor operations and managing the operation lines.
7.	Method of recruitment – whether by direct recruitment or by deputation/transfer and percentage of vacancies to be filled by various methods	Direct Recruitment/Deputation.
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	<u>Deputation:</u> Persons holding analogous posts and fulfilling eligibility conditions mentioned above for direct recruitment.
9.	Period of Probation, if any	Two Years (Direct Recruitment)
10.	Age of Superannuation	60 Years

15.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.

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b. 12 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
c. Bachelor degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
d. Masters Degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
e. Other relevant Diploma of not less than 01 year etc.	<p>Maximum marks allotted: 04</p> <p>1) 02 mark for each Diploma.</p>
f. Medals/Award/Recognitions obtained at Bachelor's	<p>Maximum marks allotted: 02</p>

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	Degree/ Masters Degree/Doctoral Degree levels for academic excellence	1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54
	a. Domain knowledge: <ul style="list-style-type: none"> • Commercialization of technologies. • Consultancy Service • Dairy Technology • Developing of Training Modules for skill development • Dissemination of technology to the industries. • Fruits and Vegetable Processing • Grain and Cereal Technology • Implementation of skill developing programmes etc. • Industry connect • Lab/ infrastructure development • Pilot Plant erection, commissioning & running of pilot plant. • Planning and execution of training programmes • Process re-engineering. • Processing of meat and poultry • Ready-to-eat foods • Technology innovation. 	Maximum marks allotted: 24 02 marks for each activity
	d. Relevant technical experience	Maximum marks allotted: 15 2) 01 mark/year of experience above minimum experience prescribed.
	e. Training/Workshop/Seminar/Conference attended in relevant field.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more.


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Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

15.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions of one mark each:

Test	Number of Multiple choice questions	Duration of test
Subject area (Food processing/Pilot Plant and related subjects)	50	60 minutes
General intelligence & reasoning	15	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	15	

There will be negative marking of 0.25 for each wrong answer.

15.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit failing which;
- Alphabetical order of first letter of name of the candidates placed higher in merit.

15.4 Composition of Selection Committee

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16 Personal Assistant (PA)

1.	Classification of Post	Administrative (Group-B), Level – 06 in 7 CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (In 7 CPC Rs.35400-112400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit for Direct recruitments	35 years (as on last date of submission of applications).
6.	Educational and other qualifications required	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none">1. Graduation in any discipline with 50 % marks from a recognized University and proficiency in English.2. Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English on computer (Qualifying requirement). <p><u>Desirable:</u></p> <ol style="list-style-type: none">1. Diploma/Certificate in Office Management & Secretariat Practices/Modern Office Practices or equivalent from recognized/reputed institution.2. Knowledge of computer application viz MS Word/ Power Point/ Excel etc. <p><u>Essential Experience:</u></p> <ol style="list-style-type: none">1. Minimum three years as Stenographer in Central or State Universities/Institutions/Government Departments/PSUs/Autonomous bodies, well established Private Organizations.
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/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.

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9.	Period of probation	Two Years
10.	Age of Superannuation	60 years

16.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	50
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be

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		applied.
	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 05 1) 02 mark for each certificate.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 05 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Coordination among Division/ Departments. • Delivery of instructions by email/inter office note to different Departments. • Experience of handling meetings of different nature, preparation of proceedings/Minutes of meetings. • Liaisoning work. • Organizing conferences/ Symposiums • Preparation of travel plans/ Booking of tickets. • Working experience with senior functionary. 	Maximum marks allotted: 20 2.5 marks per year for each activity

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	b. Relevant experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

16.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Govt. Rules & Regulations	20	Two hours
General intelligence & reasoning	20	
General awareness	20	
Quantitative aptitude	20	
English comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

16.3 Skill tests typing and stenography will be qualifying and no mark will be given for the same. Typing speed 30 w.p.m. will be essential. Stenography test including dictation in English @ 80 words per minute for 05 minutes and transcription of shorthand in English on computer 20 minutes.

16.4 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit failing which;
- Alphabetical order of first letter of name of the candidates placed higher in merit.

16.5 Composition of Selection Committee

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17 Assistant

1.	Classification of Post	Administrative (Group-B), Level – 06 in 7 CPC
2.	No. of Post (s)	09 (Nine) <i>Subject to variation</i>
3.	Scale of Pay	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (In 7 CPC Rs.35400-112400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit for Direct recruitments	35 years (as on last date of submission of applications).
6.	Educational and other qualifications required	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. Graduate with minimum 50% or more marks or Post Graduate with minimum 50% or more marks from a recognized university in any discipline with working knowledge of computers. 2. Minimum 2 years of experience in the Pay Band-I of Rs. 5200-20200 with GP of Rs. 2,800/- in Central or State Universities / Institutions /Government Departments/ PSUs/Autonomous bodies. <p style="text-align: center;">OR</p> <p>Minimum 4 years of experience in the Pay Band-I of Rs. 5200-20200 with GP of Rs. 2,400/- in Central or State Universities / similar other institutions/Government Department/PSU/Autonomous bodies.</p> <p style="text-align: center;">OR</p> <p>Minimum 4 years relevant experience in well established Private Organizations.</p> <p>Note:</p> <p>1. Candidates should possess an aptitude for drafting/noting in English and office procedure in a Computerized environment. Candidates are expected to handle one or more functions related to Registry office of University/Admission/Educational Administration/Examinations/General Administration/HouseKeeping/Establishment/HR/Legal/Purchase/Accounts & Finance/Project management/Public Relations.</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/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.
9.	Period of Probation	Two Years
10.	Age of Superannuation	60 Years

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17.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46
	a. 10 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	b. 12 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	c. Bachelor degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>

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	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 04 1) 02 mark for each Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 02 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54
	a. Domain knowledge: <ul style="list-style-type: none"> • Human resource development • General administration • Establishment • Finance & Accounts • Store & purchase • Academic administration • Training and Development • Formulation of Recruitment Rules/Promotion policies/course contents/ • Media & event management • Residential 	Maximum marks allotted: 24 2.5 marks for each activity

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	Allotments <ul style="list-style-type: none"> • Estate Maintenance • Horticulture Maintenance • Examinations • Placements • Record Management • Admissions • Financial Rules • Academic Administration • Store Purchase • Legal matters • Vigilance • RTI Matters etc. 	
	b. Relevant experience	Maximum marks allotted: 20 1) 02 mark/year of experience above minimum experience prescribed.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

17.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Govt. Rules & Regulations	20	Two Hours
General intelligence & reasoning	20	
General awareness	20	
Quantitative aptitude	20	
English comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

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- 17.3 Typing test will be qualifying and no mark will be given for the same. Typing speed 30 w.p.m. will be essential.
- 17.4 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:
- On the basis of date of birth with older candidate placed higher in merit, failing which;
 - Alphabetical order of first letter of the name of the candidates placed higher in merit.
- 17.5 **Composition of Selection Committee:**

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18 Accountant

1.	Classification of Post	Administrative (Grade-II), Level -06 in 7 CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (In 7 CPC – Rs.35400-112400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	35 years (as on date prescribed for submission of application)
6.	Educational and other qualification required for direct recruitment.	<u>Essential Qualification & Experience:</u> <ol style="list-style-type: none"> 1. The incumbent should be B.Com with 50% marks with knowledge of operations of Accounting Software like Tally and other software. 2. 03 years of experience in managing accounts across various departments in a large commercial organization/State or Central Govt. organization/PSUs/Universities/Educational and research Institutes. 3. Desirable: M.Com.
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/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.	Period of Probation	Two Years
10.	Age of Superannuation	60 Years

18.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following



		<p>manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	b. 12 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	c. Bachelor degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	d. Masters Degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	e. Other relevant Diploma of not less than 01 year etc.	<p>Maximum marks allotted: 04</p> <p>1) 02 mark for each Diploma.</p>

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	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 02 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Automation of Accounts activities • Bank reconciliation • Budgetary matters (Preparation of Annual Budget & Revised Estimates) • TA/LTC Rules • New Pension Scheme • Group Insurance Scheme • Medical Insurance • Maintenance of Cash Book • Classification of accounts • Conduction of CAG Audit, Internal Audit and Govt. Audit • Fees reconciliation • Maintenance of Accounts books • Operations of Tally Software/ Maintenance of Accounts Tally in the software • Preparation of accounts manually • Preparation of Annual accounts (Balance sheets, Profit & Loss Account, Receipt & Payment Account, Depreciation Account etc.) • Store & Purchase 	Maximum marks allotted: 24 1) 03 marks for each activity

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	b. Relevant experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience prescribed.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

18.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	02 Hours
General intelligence & reasoning	10	
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

18.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit, failing which;
- Alphabetical order of first letter of the name of the candidates placed higher in merit.

18.4 Composition of Selection Committee

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19 Cashier

1.	Classification of Post	Administrative (Grade-II), Level -06 in 7 CPC
2.	No. of Post (s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (In 7 CPC – Rs.35400-112400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	35 years (as on last date of submission of application)
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 degree with 50 % marks or M.Com. 2. Knowledge of operation of computers and financial packages. 3. At least 03 years experience in handling cash/maintenance of accounts in a Government body/State or Central/University/Educational and Research Institutions/PSUs or reputed commercial establishments. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Diploma in Financial Management/Accounting. 2. Passing of CA (Inter) or ICWA (Inter). 3. Completion of 02 months course on Cash and Accounts from ISTM.
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/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.	Period of Probation	Two Years
10.	Age of superannuation	60 Years

19.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46

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a. 10 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
b. 12 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
c. Bachelor degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
d. Masters Degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
e. Other relevant Diploma of not less than 01 year etc.	<p>Maximum marks allotted: 04</p> <p>1) 02 mark for each Diploma.</p>
f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree	<p>Maximum marks allotted: 02</p> <p>1) 01 mark / each.</p>

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	levels for academic excellence.	
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54
	a. Domain knowledge: <ul style="list-style-type: none"> • Automation of Accounts activities • Bank reconciliation • Budgetary matters (Preparation of Annual Budget & Revised Estimates) • TA/LTC Rules • New Pension Scheme • Group Insurance Scheme • Medical Insurance • Maintenance of Cash Book • Classification of accounts • Conduction of CAG Audit, Internal Audit and Govt. Audit • Fees reconciliation • Maintenance of Accounts books • Operations of Tally Software/ Maintenance of Accounts Tally in the software • Preparation of accounts manually • Preparation of Annual accounts (Balance sheets, Profit & Loss Account, Receipt & Payment Account, Depreciation Account etc.) • Store & Purchase 	Maximum marks allotted: 24 1) 03 marks for each activity

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	b. Relevant experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience prescribed
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

19.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

19.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit, failing which;
- Alphabetical order of first letter of the name of the candidates placed higher in merit.

19.4 Composition of Selection Committee:

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20 Junior Engineer (Civil/Electrical)

1.	Classification of Post	Technical (Grade-II), Level 6 in 7CPC
2.	No. of Post(s)	02 (One for JE Civil and one for JE Electrical) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (in 7 CPC Rs. 35400-112400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	Up to 35 years (as on date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <p>Should possess an Engineering Degree or Diploma in Civil/Electrical disciplines from a recognized Institute/University.</p> <p><u>Experience:</u></p> <p>At least three years post qualification experience for diploma holder and one year for degree holder in similar role or Works Assistant a large commercial enterprise of reputed/State/Central Government Organization/PSU engaged in construction activity/University/Educational Institute.</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/Deputation/Transfer.
8.	In case of recruitment by deputation	Persons holding analogous post and fulfilling the eligibility conditions mentioned above.
9.	Period of Probation	Two Years
10.	Age of superannuation	60 Years

20.1 Score Card:

S. No.	Particulars	Marks allotted
1.	Academic background	46

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a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
e. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 04 1) 02 mark for each Diploma.
f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree	Maximum marks allotted: 02 1) 01 mark / each.

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	levels for academic excellence.	
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54
	d. Domain knowledge: <ul style="list-style-type: none"> • Budgetary matters • Maintenance of Civil/Electrical works • Maintenance of Horticulture • Maintenance of Hostels/Mess • Maintenance of Residences • Maintenance of Guest Houses • MoUs/ Agreements preparations • RTI Matters • Store & purchase • Student Welfare • Tendering process 	Maximum marks allotted: 24 1) 03 marks for each activity.
	e. Relevant experience	Maximum marks allotted: 20 1) 2 marks/year of experience above minimum experience prescribed
	f. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

20.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes

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General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

20.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- c. On the basis of date of birth with older candidate placed higher in merit, failing which;
- d. Alphabetical order of first letter of the name of the candidates placed higher in merit.

20.4 Composition of Selection Committee:

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21 Senior Library Information Assistant

1.	Classification of Post	Technical (Grade-II), Level 6 in 7CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (in 7 CPC Rs. 35400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	Up to 35 years (as on date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment.	<u>Essential Qualification & Experience:</u> 1. M.Lib. Sc./ MLISc or equivalent with 50% marks. 2. At least 2 years of working experience in a reputed library. 3. Working knowledge of Library Automation/ Digital Library and application of Open source software in Library science.
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/Deputation/Transfer.
8.	In case of recruitment by deputation	Persons holding analogous post or equivalent post on regular basis or person possessing essential qualification and experience as prescribed above for direct recruitment.
9.	Period of Probation	Two Years
10.	Age of superannuation	60 Years

21.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner:

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		10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	c. Bachelor degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	d. Masters Degree	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
	e. Other relevant Diploma of not less than 01 year etc.	<p>Maximum marks allotted: 04</p> <p>1) 02 mark for each Diploma.</p>
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence.	<p>Maximum marks allotted: 02</p> <p>1) 01 mark / each.</p>
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54

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	g. Domain knowledge: <ul style="list-style-type: none"> • Automation of Library activities • Cataloguing of documents • Classification of documents • Digitization • Handling Circulation • Handling periodicals section • Institutional repository • Library budget • Procurement of books • Reference service • Subscription of Journals 	Maximum marks allotted: 24 1) 03 marks for each activity
	h. Relevant experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience prescribed
	i. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more programmes attended.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

21.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area (Library and Information Science)	60	60 minutes
General intelligence & reasoning	10	60 minutes

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General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

21.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit, failing which;
- b. Alphabetical order of first letter of the name of the candidates placed higher in merit.

21.4 **Composition of Selection Committee:**

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22 Network Administrator

1.	Classification of Post	Technical (Grade-II), Level 6 in 7CPC
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (in 7 CPC Rs. 35400-112400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	Up to 35 years (as on last date of submission of applications)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. B.Sc (Computer Science/IT) or BCA or equivalent with 60% marks and 7 years of experience as detailed in experience. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. MCA or M.Sc (Computer Science/Information Technology) or equivalent with 55% marks and 2 years of experience as detailed in experience. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3. First class B.E/B.Tech (Telecommunications/Electronics/Computer Science/IT) or equivalent with 2 years of experience as detailed in experience. <p>Certification: CCNA or CCSP or CCNSE (Cyberoam Certified network and security expert) or equivalent.</p> <p><u>Experience:</u></p> <ol style="list-style-type: none"> 1. Should have experience in designing/implementing/configuring/upgradation and troubleshooting of large LAN/WAN network. 2. Should have experience in installation/configuration/troubleshooting L2 and L3 devices like router, switch (Cisco, Extreme or Juniper etc.) and network, wireless security devices (Firewall, UTM, Wireless controller etc.) routing, switching and security protocol, MPLS, VLAN, Frame Relay, remote networks, VoIP, ISDN, PRI & BRI, Load balancing,

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		VPN, ACL, NAT, IP Phone, Lease line, Wi-Max, Subnetting etc. 3. Should have experience in Network topology, policies, procedure planning documentation and reporting of the work.
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/Deputation.
8.	In case of recruitment by deputation	Persons holding analogous post or equivalent post on regular basis or person possessing essential qualification and experience as prescribed for direct recruitment.
9.	Period of Probation	Two years
10.	Age of superannuation	60 Years

22.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	50
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.

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	c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. M.Phil.	Maximum marks allotted: 02 The score will be calculated in the following manner: 02 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	f. Ph.D.	Marks allotted: 02
	g. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 04 1) 02 mark for each Diploma.
	h. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence.	Maximum marks allotted: 02 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50

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	<p>a. Domain knowledge:</p> <ul style="list-style-type: none"> • Routing, switching for a large network • Network Security implementation • Identification & control of internet threats • Liaising with service provider • Knowledge of latest networking techniques • Wireless controller exposure at configuration level • Implementation of CCTV at large scale • Video Conferencing • Managing IT Inventory applications • Maintain users' issues • Maintain internet and intranet portals. 	<p>Maximum marks allotted: 20</p> <p>1) 3.0 marks for each activity</p>
	<p>b. Relevant experience</p>	<p>Maximum marks allotted: 20</p> <p>1) 02 marks/year of experience above minimum experience prescribed.</p>
	<p>c. Training/Workshop/Seminar/Conferences attended in relevant fields.</p>	<p>Maximum marks allotted: 10</p> <p>0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.</p>

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

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Selection Process:

22.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area (Networking)	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

22.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit, failing which;
- Alphabetical order of first letter of the name of the candidates placed higher in merit.

22.4 Composition of Selection Committee:

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23 System Administrator

1.	Classification of Post	Technical (Grade-II), Level 6 in 7CPC
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (in 7 CPC Rs. 35400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	Up to 35 years (as on last date of submission of application)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. B.Sc (Computer Science/IT) or BCA or equivalent with 60% marks and 7 years of experience as detailed in experience. Or 2. MCA or M.Sc (Computer Science/Information Technology) or equivalent with 55% marks and 2 years of experience as detailed in experience. Or 3. B.E/B.Tech with 1st Class (Telecommunications/Electronics/Computer Science/IT) or equivalent with 2 years of experience as detailed in experience. <p><u>Certification:</u> MCSA/E/M/D or oracle or equivalent.</p> <p><u>Experience:</u></p> <ol style="list-style-type: none"> 1. Should have experience in designing/implementing, upgradation, monitoring and troubleshooting of large network. 2. Should have experience in Adminstrating and maintenance of active directory, DC, MS Exchange, DNS, DHCP, WSUS, Antivirus, Virtualization, Cloud Computing, storage servers (NAS/SAN), ERP, LDAP, Message server, share point, NFS, web server etc. 3. Should have experience in Network topology, policies, procedure, planning, documentation and reporting of the work.
7.	Method of recruitment – whether by direct recruitment or by	Direct Recruitment/Deputation/Transfer.

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	promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Persons holding analogous post or equivalent post on regular basis or person possessing essential qualification and experience as prescribed for direct recruitment.
9.	Period of Probation	Two Years
10.	Age of Superannuation	60 Years

23.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	50
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.

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	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. M.Phil.	Maximum marks allotted: 02 The score will be calculated in the following manner: 02 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	f. Ph.D.	Marks allotted: 02
	g. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 04 1) 02 mark for each Diploma.
	h. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence.	Maximum marks allotted: 02 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 50
	a. Domain knowledge: <ul style="list-style-type: none"> • Automation of Campus (ERP) • Automation of Library • Exposure of managing centralize complaint management system • Exposure of 	Maximum marks allotted: 20 1) 03.00 marks for each activity

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	projection, audio/video system at large level <ul style="list-style-type: none"> • Knowledge of Automation of Academic & examination system • Liaisoning with agencies • Management of Servers • Management of Website / Intranet portal etc. • Managing IT Inventory through application • Managing user's issues • Video Conferencing 	
	b. Relevant experience	Maximum marks allotted: 15 1) 01.5 mark/year of experience above minimum experience prescribed.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 15 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

23.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area (...)	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English	10	

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There will be negative marking of 0.25 for each wrong answer.

23.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit, failing which;
- b. Alphabetical order of first letter of the name of the candidates placed higher in merit.

23.4 Composition of Selection Committee:

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24 Lab Incharge (LI)

1.	Classification of Post	Technical (Grade-II), Level -06 in 7 CPC
2.	No. of Post(s)	08 (Eight) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – II of Rs.9300.00 –Rs.34800.00 + Grade Pay of Rs. 4200/- (In 7 CPC – Rs.35400)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	35 years (as on date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <p>1) Bachelor of Technology (B.Tech)/Bachelor in Engineering (B.E.) with 50% or more marks in Electrical Engineering/Electrical & Electronic Engineering/Mechanical Engineering/ Food Technology /Food Engineering /Food Technology and Management/Dairy & Food Engineering /Food Processing Technology/Food Engineering/Agricultural Engineering/Post Harvest Technology/Agricultural Process Engineering / Chemical Engineering/Bio Chemical Engineering with atleast one year relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations.</p> <p style="text-align: center;">OR</p> <p>M.Sc in Food Science /Food Technology/ Food Science & Technology with 50% or more marks and at least two years relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations, with experience of working in a Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.</p> <p style="text-align: center;">OR</p> <p>Three years diploma with 50% or more marks in Food Science & Technology/ Electrical Engineering/Electrical & Electronic Engineering/Food Technology /Dairy & Food Engineering /Food Processing Technology/Food Engineering/Agricultural Engineering/Post Harvest Technology/Agricultural Process Engineering / Chemical Engineering/Bio Chemical Engineering with 4 years relevant</p>

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		<p>experience in Government Organizations / Institutes/ Universities/Labs or Industry/well established private organizations, with working experience in a Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation/ Engineering and knowledge about laboratory operations.</p> <p style="text-align: center;">OR</p> <p>B.Sc in Food Engineering /Food Science with 50 % or more marks and 2 years relevant experience in Government Organizations /Institutes/ Universities/Labs or in Industry/well established private organizations with working experience in a Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.</p> <p style="text-align: center;">OR</p> <p>M.Sc. in Chemistry/Analytical Chemistry/Biochemistry with 50% or more marks and at two years relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations with working experience with State of art equipments for food processing/Analytical equipments (GC, HPLC, GC-MS, LC-MS/MS, AAS, ICP etc.) for various applications in food sector and experience in method validation as per the EU/ICH norms and should have the expertise in preparation of SOPs and other required documents for NABL Accreditations.</p> <p style="text-align: center;">OR</p> <p>M.Sc. in Physics with 50% or more marks and at least two years relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations, working experience in a Food Science/Bio related Lab/Physics Lab/ Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.</p> <p>General condition: Experience working in an academic lab of a renowned University or a Research Institute or a Testing Lab, preferably an NABL Accredited Lab with hands on training in handling of all analytical</p>
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		instrumentation including GC, HPLC, AAS, GC-MS, LC-MS/MS, ICP etc. and data interpretation, will be preferred.
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/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 mentioned for direct recruitment.
9.	Period of Probation	Two Years
10.	Age of Superannuation	60 Years

24.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.

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	c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 04 1) 02 mark for each certificate.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 02 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54
	a. Domain knowledge: <ul style="list-style-type: none"> • Lab maintenance • Inventory management • Procurement of chemicals/equipments /Glassware • Preparation of Lab Manual • Arranging practicals in lab • Experiments in labs • Maintenance of stock 	Maximum marks allotted: 24 03.5 marks for each activity

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	b. Related Lab. experience	Maximum marks allotted: 20 1) 02 marks/year of experience above minimum experience prescribed in recruitment rules.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more programme attended.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

24.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

24.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit, failing which;
- Alphabetical order of first names of the candidates placed higher in merit.

24.4 Composition of Selection Committee:

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25 Lab Technician (LT)

1.	Classification of Post	Technical (Group-C), Level -05 in 7 CPC
2.	No. of Post(s)	09 (Nine) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – I of Rs.5200.00 –Rs.20200.00 + Grade Pay of Rs. 2800/- (In 7 CPC – Rs.29200-92300)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	30 years (as on date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <p>Three years diploma with 50% or more marks in Electrical Engineering/Electronic Engineering/ Mechanical Engineering/Electrical & Electronics Engineering /Workshop Technology/ Food process Engineering/ Food Engineering/Food Technology/ Food Science & Technology with three years relevant experience in Government Organizations / Institutes/ Universities/Labs / well established private organizations with relevant working experience in Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation.</p> <p style="text-align: center;">OR</p> <p>B.Sc. in Chemistry (Honours)/B.Sc general with Chemistry/B.Sc. in Microbiology/ B.Sc. in Physics (Honors)/ B.Sc. general with Physics as one of the subjects/ B.Sc. Biochemistry with 50% or above marks in Government Organizations / Institutes/ Universities/Labs / well established private organizations with experience of working in Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.</p> <p>General condition: Experience working in an academic lab of a renowned University or a Research Institute or a Testing Lab, preferably an NABL Accredited Lab, will be preferred.</p>
7.	Method of recruitment – whether by direct recruitment or by	Direct Recruitment/Deputation.

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	promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	
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 mentioned for direct recruitment.
9.	Period of Probation	Two Years
10.	Age of Superannuation	62 Years

25.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner:

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		10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	Maximum marks allotted: 04 1) 02 mark for each Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree levels for academic excellence	Maximum marks allotted: 02 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54
	a. Domain knowledge: <ul style="list-style-type: none"> • Lab maintenance • Inventory management • Procurement of chemicals/equipments /Glassware • Preparation of Lab Manual • Performance of practical • Maintenance of stock register 	Maximum marks allotted: 24 1) 04 marks for each activity
	b. Related Lab. experience	Maximum marks allotted: 20 1) 02 marks/year of experience above


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		minimum experience prescribed in Recruitment Rules.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

25.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

25.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit, failing which;
- Alphabetical order of first Letter of the name of the candidates placed higher in merit.

25.4 Composition of Selection Committee:

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26 Technician (PP)

1.	Classification of Post	Technical (Group-C), Level -05 in 7 CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – I of Rs.5200.00 –Rs.20200.00 + Grade Pay of Rs. 2800/- (In 7 CPC – Rs.29200)
4.	Whether Selection post or non-selection post	Selection Post
5.	Age limit for direct recruits	30 years (as on date prescribed for submission of applications)
6.	Educational and other qualification required for direct recruitment	<u>Essential Qualifications & Experience:-</u> Diploma in Mechanical/Electrical Engg/Agricultural Engg. <u>Desirable:</u> B.Tech/B.E.Mechanical, Production/Industrial/Agricultural/Food Engg. <u>Experience:</u> 04 years experience of maintenance of food manufacturing lines, packaging lines etc. in food manufacturing companies.
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/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.
9.	Period of Probation, if any	Two Years (Direct Recruitment)
10.	Age of Superannuation	60 Years

26.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	46
	a. 10 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the


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		marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 th	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Masters Degree	Maximum marks allotted: 10 The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant course /Diploma (not less than 01 year) etc.	Maximum marks allotted: 04 1) 02 mark for each certificate.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree/Doctoral Degree for academic excellence	Maximum marks allotted: 02 1) 01 mark / each.
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 54
	a. Domain knowledge: <ul style="list-style-type: none"> • Lab maintenance • Inventory 	Maximum marks allotted: 24 1) 03 mark for each activity



	management <ul style="list-style-type: none"> • Procurement of chemicals/equipments/Glassware • Preparation of Lab Manual • Performance of practical • Maintenance of stock register 	
	b. Related Lab. experience	Maximum marks allotted: 20 1) 02 mark/year of experience above minimum experience
	c. Training/Workshop/Seminar/Conference attended in relevant field.	Maximum marks allotted: 10 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

26.2 Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

26.3 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit, failing which;
- Alphabetical order of first Letter of the name of the candidates placed higher in merit.

26.4 Composition of Selection Committee:

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27 Multi Tasking Staff (MTS)

1.	Classification of Post	Technical (Group-C), Level -01 in 7 CPC
2.	No. of Post(s)	02 (Two) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Band – I of Rs.5200.00 –Rs.20200.00 + Grade Pay of Rs. 1800/- (In 7 CPC – Rs.18000)
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit of Direct recruitments	30 years (as on closing date of applications)
6.	Educational and other qualification required for Direct Recruits	<u>Essential Qualification & Experience:</u> i) Matriculation/10 th Pass Desirable a. Experience of working in University/College. b. Knowledge of photocopier machine operations/telephone attending etc. c. A minimum of three years of experience in driving in recognized organization/Institute with valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicles (Goods & Passenger).
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/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.
9.	Period of Probation, if any	Two Years (Direct Recruitment)
10.	Age of Superannuation	60 Years

27.1 Score Card:

S. No.	Particulars	Marks allotted
I.	Academic background	50

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a. 10 th	<p>Maximum marks allotted: 35</p> <p>The score will be calculated in the following manner:</p> <p>35 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
b. 12 th	<p>Maximum marks allotted: 10</p> <p>The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
c. Graduation	<p>Maximum marks allotted: 02</p> <p>The score will be calculated in the following manner:</p> <p>05 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>
d. Post Graduation.	Marks allotted: 01
e. Knowledge of driving work with valid driving license for Light Motor Vehicles (Goods	<p>Maximum marks allotted: 03</p> <p>2) 01 mark for each certificate.</p>

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	& Passenger).	
II.	Related experience	Maximum marks allotted: 50
	Experience:	Marks for experience in Govt. / private University/ Institutions (10 marks for per year working experience in Government University/Institution or equivalent and 5 marks for working in private university/Institution or equivalent limited to maximum of 50 marks.)

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

28.2 The Scheme Of Examination For: Multi Tasking Staff (MTS)

Evaluation Criteria, Pattern and syllabus of examination for the post of MTS is as under:-

S. No.	Particulars	Max. Marks
1.	(i) General Intelligence & Reasoning (objective/ multiple choice)	25 marks
	(ii) Numeric aptitude (objective/ multiple choices)	25 marks
	(iii) General English (objective/ multiple choices)	25 marks
	(iv) General Awareness (objective/ multiple choices)	25marks
2.	Duration of written test	2hours
3.	Practical test including operating telephone, Photocopier machine, Driving	Qualifying
Other Important Instructions:-		
a)	Practical test will be time bound	
b)	No Interview will be conducted.	
c)	Those who have been deployed to university/college/school/institutions etc. through contract / outsource agency will also be considered for relevant experience depending in the place they have worked.	
d)	Selection will be based on merit list prepared on the basis of written and practical tests Weightage 50% of score card and 50 % of objective test.	

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e)	Experience Certificate in original will be checked and marks will be allotted only on production of relevant documentary proof. University can ask for additional documents to check /verify the experience claimed.
f)	Only post relevant experience of those organizations/institutes/industries will be considered which are either govt./Govt. approved/govt. affiliated/recognized etc.
g)	Experience will be counted only over and above the experience as asked for in the advertisement.
h)	Those who have been employed in universities/colleges/schools/any other institution through outsourcing agency will also be considered for relevant experience depending on the place they have worked/deployed.
i)	Experience will be counted in segments of 6 month i.e. marks will not be calculated on prorata basis. For example if someone has experience of 0 to less than 6 month, no marks will be given for experience. Similarly if someone has 6 to less than 12 month experience, marks will be given for experience equal to 6 month.
j)	Experience at different level categories i.e. University/College/School/any other will not be clubbed (combined) and treated individually (separately).
k)	In case of a tie on the basis of total marks, the candidates higher in age will be placed.

There will be negative marking of 0.25 for each wrong answer.

27.2 Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- c. On the basis of date of birth with older candidate placed higher in merit, failing which;
- d. Alphabetical order of first Letter of the name of the candidates placed higher in merit.

27.3 **Composition of Selection Committee:**

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