|  |  |  |
| --- | --- | --- |
| 1. | Name of the Post | **Registrar** |
| 2. | Classification | Group – A |
| 3. | Scale of pay  (Grade Pay, Band Pay) | PB – 4 (Rs. 37400 – 67000) with Grade Pay of Rs.10000/-. |
| 4. | Age limit | Preferably below 57 years |
| 5. | Educational and other qualifications required | **Essential:**  Masters’ degree in any discipline with at least 55% marks or its equivalent Grade ‘B’ in the UGC 7 point scale from a recognized University / Institute.  **Experience:**   1. At least 15 years’ experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including Associate Professor along with experience in educational administration   **OR**   1. Comparable experience in research establishment and/or other institutions of higher education   **OR**   1. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.   **Desirable**   1. Qualification in area of Management / Engineering / Law. 2. Experience in handling computerized administration / legal / financial / establishment matters |
| 6. | Method of Recruitment | Deputation or Contract basis for tenure of up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time. |
| 7. | In case of recruitment. by deputation /transfer, grades from which deputation/ transfer to be made | Deputation or on Contract basis Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-   1. i) Holding analogous post   **OR**   1. With at least 3 years regular service in posts with GP of Rs.8700/- as per 6th Central Pay Commission or equivalent; **and** 2. Possessing educational qualification and experience as prescribed in Col. 5. |

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Post | **Deputy Registrar** |
| 2. | Classification | Group – A |
| 3. | Scale of pay  (Grade Pay, Band Pay) | PB–3 (Rs. 15600 – 39100) with Grade Pay of Rs. 7600/-. After five years of service as Deputy Registrar with Grade Pay of Rs. 7600/- an incumbent will automatically move to the higher Grade Pay of Rs. 8700/- with the same designation. |
| 4. | Whether Selection Post or non-Selection Posts | Selection |
| 5. | Age limit for direct recruits | Preferably below 45 years |
| 6. | Educational and other qualifications required for direct recruits | **Essential:**  Masters’ degree in any discipline with at least 55% marks or its equivalent Grade ‘B’ in the UGC 7 point scale from a recognized University / Institute.  **Experience:**   1. 9 years’ experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration,   **OR**   1. Comparable experience in research establishment and/or other institutions of higher education,   **OR**   1. 5 years of administrative experience as Assistant Registrar or equivalent.   **Desirable**  i) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).  ii) Qualification in area of Management / Engineering / Law.  iii) Experience in handling computerized administration/ legal/ financial/ establishment matters. |
| 7. | Period of probation, if any | 2 years |
| 8. | In case of recruitment, by deputation, grades from which contract/ deputation to be made | **Deputation:**  Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU / Industry :   1. i) holding analogous post   **OR**   1. With at least 5 years’ service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters. 2. Possessing educational qualification as prescribed in Col. 6. |

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Post | **Assistant Registrar** |
| 2. | Classification | Group – A |
| 3. | Scale of pay  (Grade Pay, Band Pay) | PB – 3 (Rs. 15,600 – 39,100) with Grade Pay of Rs. 5400/-. After eight years of service as Assistant Registrar with GP of Rs. 5400/-, an incumbent will be assessed by the DPC for moving to the higher GP of Rs. 6600/- with the same designation. |
| 4. | Whether Selection Post or non-Selection Posts | Selection |
| 5. | Age limit | Not exceeding 35 years |
| 6. | Educational and other qualifications required | **Essential:**  Masters’ degree in any discipline with at least 55% marks or its equivalent Grade ‘B’ in the UGC 7 point scale from a recognized University / Institute with excellent academic record.  **OR**  Employees of the institute serving as Superintendent SG-II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of Rs.4800/- or higher with Master’s degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualifications.]  **Desirable**  i) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).  ii) Experience in handling computerized administration / legal / financial / establishment matters.  iii) Qualification in area of Management / Engineering / Law. |
| 8. | Period of probation, if any | 2 Years |
| 9. | In case of recruitment, by contract/ deputation /transfer, grades from which contract/ deputation/ transfer to be made | **Deputation:**  Officers from the Central/ State Governments or Institute of national importance or Universities / University level Institution or PSU:  a) Holding analogous post, and  b) Possessing educational qualification and experience as prescribed in Col. 6. |

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Post | **Superintending Engineer** |
| 2. | Classification | Group – A |
| 3. | Scale of pay  (Grade Pay, Band Pay) | PB – 4 (Rs.37,400 – 67,000) with Grade Pay of Rs.8700/- |
| 4. | Whether Selection Post or non-Selection Posts | Selection |
| 5. | Age limit for direct recruits | Preferably below 50 years |
| 6. | Educational and other qualifications required for direct recruits | **Essential:**  i) First class degree or equivalent grade in Engineering in relevant field from a recognized University / Institute.  ii) 15 years’ experience in relevant field as Engineer / (GP of Rs.5400/-) or higher level from CPWD, State PWD or semi–Govt. / PSU / Statutory or Autonomous organization / University / Institutions of national importance/ reputed organization under Central / State Govt. of which 5 years should be as Senior Executive Engineer in the GP of Rs.7600/- or its equivalent.  **Desirable:**  i) Knowledge of Computer–aided Design (CAD) and latest Management Technology/other relevant software.  ii) Proven track record of handling construction projects / consultancy in organizations of repute.  iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to his specialization. |
| 7. | Period of probation, if any | 2 years |
| 8. | In case of recruitment by deputation, grades from which deputation to be made | **Deputation or on Contract basis**  Officers of the Central PWD / State PWD or similar services / semi–Govt. / PSU / Statutory or Autonomous organization, University / Institutions of national importance / reputed organization under Central / State Govt.,   1. i)holding analogous post   **OR**  ii) with at least 10 years’ regular service as Executive Engineer in the PB – 3 with GP of Rs.6600/- as per the 6th Central Pay Commission or equivalent; **and**   1. Possessing educational qualification and experience as prescribed in Col. 6. |