

Guru Ghasidas Vishwavidyalaya, Bilaspur (CG)
Schedule to Recruitment & Promotion Rules

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Registrar	On tenure basis for 05 years through open selection which may be renewed for further similar terms	<p><u>Minimum Qualifications:</u></p> <p>a. A master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>b. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000.00 and above or with 8 years of service in the AGP of Rs. 8000.00 and above including as Associate Professor along with experience in Educational Administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post.</p>	As per MHRD Letter No. F.32/2006-U.II/U.I(II) Dated 31.12.2008
2. No. of posts	01			
3. Classification of the post/service	Group A			
4. Scale of pay	37400-67000/- GP 10000/-			
5. Age for direct recruits;	Preferably below 55 years.			
6. Period of Probation;	Not Applicable			
1. Name of the Post	Finance Officer	On tenure basis for 05 years through open selection which may be renewed for further similar terms	<p><u>Minimum Qualifications:</u></p> <p>a. A master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>b. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000.00 and above or with 8 years of service in the AGP of Rs. 8000.00 and above including as Associate Professor along with experience in Educational Administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post.</p>	As per MHRD Letter No. F.32/2006-U.II/U.I(II) Dated 31.12.2008
2. No. of posts	01			
3. Classification of the post/service	Group A			
4. Scale of pay	37400-67000/- GP 10000/-			
5. Age for direct recruits;	Preferably below 55 years.			
6. Period of Probation;	Not Applicable			

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			<p>Desirable:-</p> <ol style="list-style-type: none"> 1. Well versed in the financial/accounting systems. 2. Experience in computer system finance/accounts related software handling for information processing and retrieval. 3. Officers working in Organized Accounts Services of GOVERNMENT OF INDIA (Preferably from Indian Audit & Accounts Service) with similar status will be given preference. 	
<p>1. Name of the Post</p> <p>2. No. of posts</p> <p>3. Classification of the post/service</p> <p>4. Scale of pay</p> <p>5. Age for direct recruits;</p> <p>6. Period of Probation;</p>	<p>Controller of Examination</p> <p>01</p> <p>Group A</p> <p>37400-67000/- GP 10000/-</p> <p>Preferably below 55 years.</p> <p>Not Applicable</p>	<p>On tenure basis for 05 years through open selection which may be renewed for further similar terms</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> a. A master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale. b. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000.00 and above or with 8 years of service in the AGP of Rs. 8000.00 and above including as Associate Professor along with experience in Educational Administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post. <p>Desirable – Ph.D. degree in Management and/or L.L.B., well versed in Computer.</p>	<p>As per MHRD Letter No. F.32/2006-U.II/U.I(II) Dated 31.12.2008</p>
<p>1. Name of the Post</p> <p>2. No. of posts</p> <p>3. Classification of the post/service</p>	<p>Librarian</p> <p>01</p> <p>Group A</p>	<p>100 % by direct recruitment</p>	<p>As per UGC norms.</p>	<p>As per UGC norms.</p>

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4. Scale of pay	As per UGC norms.			
5. Age for direct recruits;	Preferably below 55 years			
6. Period of Probation;	01 years			

Cadre- Ministerial

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Junior Office Assistant (Proposed to merge Lower Division Clerk+Hindi Typist, 72 (CG)+ 01HT-UGC+01JA	(i) 75 % by Direct Recruitment	Essential: 1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination. 2. A typing speed of 35 w.p.m.in English or 30 w. p. m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	As per DOPT letter No. AB-14017/32/2009 Estt. (RR) Dated 07.10.2009
2. No. of posts	Group C		Desirable: 1. Knowledge of Computers. 2. Diploma in Computers and/or Office Management and Secretarial Practice.	
3. Classification of the post/service	5200- 20200/- GP 1900/-		For Method (ii) 1. Good workmanship 2. Quality of ACR for the last three years. 3. 3 years regular service experience as MTS (Earlier Group D employee). 4. Having qualifications as mentioned above.	
4. Scale of pay	Between 18 and 27 years of age (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)			
5. Age for direct recruits;		(ii) 25% Promotion		
6. Period of Probation;	02 years(For direct recruit and promotes both)			
1. Name of the Post	Office Assistant	50 % by Promotion	Essential:- 1. Good workmanship 2. Quality of ACR for the last five years. 3. 8 years regular service experience as LDC (Ju. Office Assistant).	Feeder Cadre and a long list of employees are available. To motivate hard working employees provision of Limited Departmental Examination is incorporated here. After going through R&P Rules of
2. No. of posts	65(Proposed to merged UDC-II-35CG+ UDC-I 30 CG)			

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3. Classification of the post/service	Group C	50% By Limited Departmental Examination	1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination. 2. A typing speed of 35 w.p.m.in English or 30 w. p. m. in Hindi on computer. 3. Good workmanship 4. Quality of ACR for the last five years. 5. 8 years regular service experience as LDC (Ju. Office Assistant) or equivalent.	Hyderabad University and IGNOU and representations received from employees, UDC-I and UDC-II have been merged in a single post. 32 positions of UDC-II will be considered and listed for limited departmental examination.
4. Scale of pay	5200-20200/- GP 2400/-			
5. Age for direct recruits;	NA			
6. Period of Probation;	NA			
1. Name of the Post	Superintendent	50 % by Promotion	Essential:- 1. Good workmanship 2. Quality of ACR for the last five years 3. 10 years regular service experience as Office Assistant.	More than 50 employees are available in the feeder cadre. As 4300/- GP is not available in the CCS (RP) Rules, hence proposed to merge the positions of Junior Superintendents and Senior Superintendents. 14 positions of JS will be considered and listed for Limited Departmental Examination.
2. No. of posts	28=17JS + 11SS (Proposed to merge two category of posts in one post)			
3. Classification of the post/service	Group B	50% By Limited Departmental Examination	1. Good workmanship 2. Quality of ACR for the last five years. 3. 10 years regular service experience as Office Assistant (UDU-I/UDC-II) or equivalent. 4. Having Graduate/Post Graduate Degree.	
4. Scale of pay	9300-34800/- GP 4200/-			
5. Age for direct recruits;	NA			
6. Period of Probation;	01 Years			
1. Name of the Post	Section Officer	75 % by Promotion	Essential:- 1. Good workmanship 2. Quality of ACR for the last five years. 3. 5 years regular service experience as Superintendent. 4. Having Graduate Degree.	Feeder Cadre is available. Looking towards the requirement of efficient and hard working employees in this position Limited Departmental Examination has been incorporated.
2. No. of posts	14 (13 CG+ 01UGC)			
3. Classification of the	Group B			

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post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	9300-34800/- GP 4600/- NA NA	25% By Limited Departmental Examination	Essential:- 1. Good workmanship 2. Quality of ACR for the last five years. 3. 5 years regular service experience as Superintendent or equivalent. 4. Having Graduate Degree.	
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	Accountant (EC)* 02(Created by EC in its meeting dt. 02.04.2011) Group C 9300-34800/- GP 4200/- Below 40 years 02 year	100% By Direct Recruitment	Essential:- 1. Post Graduate Degree in Commerce with specialization in Accounts or Intermediate in CA/ICWAI. 2. At least three years experience in maintaining Accounts Books, preparation of Budget, Final Accounts & other accounts related matters in Accounts Department of Higher Education/ Institute/University or Central Government or State Government.	No feeder cadre is available.
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits;	Hindi Translator 01 Group B 9300-34800/- GP 4200/-	100% By Direct Recruitment	Essential: (i) Master degree of a recognized University in Hindi with English as an elective subject at the degree level OR Master degree of a recognized University in English with Hindi as an elective subject at the degree level. (ii) Two years post qualification experience in the field of terminological work in Hindi and/or translation from English to Hindi and vice-versa preferably of technical or scientific literature in a Central/State	No feeder cadre is available. The position is sanctioned by the UGC for a particular nature of work. Letter No. Misil No. 16-1/2008 (Rajbhasha) Dated 13.12.2010

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6. Period of Probation;	Maximum age-30 years 02 year		Govt/Public sector/reputed publication house or writing or journalism in Hindi. Desirable: i) Knowledge of Sanskrit and/or any Modern Indian Language. ii) Experience of organizing Hindi Classes or workshops for noting and drafting. iii) Administrative experience.	
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	Hindi Officer 01 Group A 15600-39100/- GP 5400/- Below 40 years 02 year	100% By Direct Recruitment	Essential: 1. Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level. 2. At least five years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature. OR Five years' experience of Teaching, Research, Writing or Journalism in Hindi. Desirable: i) Knowledge of Sanskrit and/or a Modern Indian Language. ii) Administrative experience. iii) Experience of organizing Hindi	No feeder cadre is available. The position is sanctioned by the UGC for a particular nature of work. Letter No. Misil No. 16-1/2008 (Rajbhasha) Dated 13.12.2010

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			classes or workshop for noting and drafting.	
1. Name of the Post	Law Officer*	100% By Direct Recruitment	Essential: 1. Degree in Law from a recognized University with at least second division, candidates having Masters Degree in Law will be preferred. 2. At least 3 years experience in handling court cases in a government/semi government organization and/or practice before High Court or Lower Court in Civil/Labour matters. 3. Hands on experience in computers. Desirable: 1. PG Degree with high second division (55% marks). 2. Diploma in Administrative Law or Labour Laws. 3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees.	No Feeder cadre is available.
2. No. of posts	01 (Created by EC in its meeting dated 02.04.2011)			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 5400/-			
5. Age for direct recruits;	Below 40 years			
6. Period of Probation;	02 year			
1. Name of the Post	Public Relation Officer	100% By Direct Recruitment	Minimum Qualifications: 1. a. Post graduate degree with at least 55% marks or its equivalent in journalism/ Public Relations. b. Good command over English and Hindi. Or 2. a. First class Bachelor Degree in Journalism/Mass Communication/Public Relation. b. At least five years of working experience with any reputed Newspaper/ Magazine/ News Agency. Desirable Qualification: a. Experience in Editing/Publishing house journal/News letters. b. Experience in independent reporting/repairing press releases of seminars/symposia/ conferences of academic/Research Institutions.	No Feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 5400/-			
5. Age for direct recruits;	Below 45 years			
6. Period of Probation;	02 years			

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			<p>c. Working knowledge of Newspapers/Magazines. d. Experience of Office Management. e. Working knowledge in Computer preferably Desk Top Publishing. f. Knowledge of Modern Methods of Mass Communication.</p>	
1. Name of the Post	Training & Placement Officer	100% By Direct Recruitment	<p>Essential: 1. a. Post graduate degree with at least 55% marks in Engineering/ Technology or MBA. 2. 03 years continuous service experience in the relevant field.</p> <p>Desirable: Similar experience in MNCs/Reputed organizations.</p>	No Feeder cadre is available.
2. No. of posts	01(Created by EC in its meeting dated 02.04.2011)			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 5400/-			
5. Age for direct recruits;	Below 45 years			
6. Period of Probation;	02 years			
1. Name of the Post	NSS Coordinator	Among the University Teachers (On tenure basis for three years)	<p>Essential: 1. Regular Experience as Assistant Professor for five years in the AGP of 6000/- or above.</p> <p>Desirable: Similar experience in Reputed organizations/Institution.</p>	No Feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group A			
4. Scale of pay	NA			
5. Age for direct recruits;	Below 50 years			
6. Period of Probation;	NA			

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1. Name of the Post	Accounts Officer	100% by Direct Recruitment	Essential:- a. Post Graduate with at least 55% of marks in Commerce /Mathematics/Statistics OR ACA/CA/ICWA/CS/MBA (Finance)/SAS/JAO (Examination conducted by C & AG /CGA)	No Feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group A,			
4. Scale of pay	15600-39100/- GP 6600/-			
5. Age for direct recruits;	Below 50 years		b. 10 years experience in respect of Post Graduate in Commerce / Mathematics /Statistics/ CA/ICWA/CS/MBA(Finance) qualified (12 years experience in respect of SAS/JAO qualified and conversant with commercial accounts) related to financial/accounts/budgetary control matters in Government, Autonomous Bodies or commercial organization/industry of repute out of which 7 years in supervisory responsible positions (atleast 3 years in immediate lower scale of pay of Rs. 15600-39100 (PB-3) with Grade Pay 5400/- or equivalent) with Adequate knowledge of Accounts.	
6. Period of Probation;	02 year			

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1. Name of the Post	Internal Audit Officer*	100% by Direct Recruitment	Essential:- a. Member of Audit and Accounts Service, working in a post having identical scale of pay or completed five years service in the immediate lower grade. b. An associate member of Institute of Chartered Accountant of India (CA)/Institute of Cost & Works Accounts of India (ICWAI) or qualified MBA (Finance) Desirable:- Atleast five years experience in Higher Education Institution/University or Central Government or State Government.	No Feeder cadre is available.
2. No. of posts	01 (Created by EC in its meeting dated 02.04.2011)			
3. Classification of the post/service	Group A,			
4. Scale of pay	15600-39100/- GP 7600/-			
5. Age for direct recruits;	Below 50 years			
6. Period of Probation;	01 year			
1. Name of the Post	Statistical Assistant	100 % by Direct Recruitment	Essential: 1. A Masters degree in Mathematics or Operations Research or Statistics. Desirable:- 2. At least 2 years of experience of collection, compilation, interpretation and management of statistical data or research work in Statistics. 3. Experience in Government Department/ Organization in similar capacity will be preferred.	No Feeder cadre is available
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2800/-			
5. Age for direct recruits;	35 years			
6. Period of Probation;	02 year			

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1. Name of the Post	Matron	100% By Direct Recruitment	Essential: 1. Female candidates possessing graduation from a recognized University with pleasing personality and good public relations skills. 2. Fluent in English and Hindi.	No Feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200- 20200/- GP- 2400/-		Desirable: 1. Diploma or certificate course in Hospitality management/ Public Relations. 2. Diploma in Office Management and Secretarial.	
5. Age for direct recruits;	Below 45 Years			
6. Period of Probation;	02 year			

Cadre- Administrative

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Assistant Registrar (Proposed to merge posts Asst. Reg and Secretary to VC. One of the Assistant Registrar shall work as Secretary to VC)	50% By Direct Recruitment	<p>Essential: Good academic record plus Masters degree with at least 55 % of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).</p> <p>Desirable: 1. At least three years experience in supervisory or equivalent Cadre in a Group B post in a government department/University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities. 2. LL.B or MBA or M.Phil/Ph.D qualification.</p> <p>NOTE: 1. The incumbent should possess good communication and analytical skills and aptitude for drafting/ noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians. 2. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/Establishment/ Accounts & Finance/ Project management /HR/Legal. 3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview. 4. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.</p>	<p>As per MHRD Letter No. F.32/2006-U.II/U.I(II) Dated 31.12.2008</p>
2. No. of posts	06+01=07			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 5400/-			
5. Age for direct recruits;	Below 35 years			
6. Period of Probation;	02 year (For Direct Recruits and Promotes both)			

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		50% By promotion	<p>5. All the direct recruits should possess working knowledge of computers.</p> <p>From Section Officers, PA who is in the pre-revised scale of Rs.6500-10500/- on the basis of combined seniority of both the cadres. Their selection will be based on service record/ACR, seniority and the scheme as prescribed by the University from time to time.</p> <p>Essential:-</p> <p>1) A University Graduate. 2) Five years continuous service as Section Officer/ PA. 3) Satisfactory record of work/ACR.</p> <p>Note:- Section Officers having experience as Sr. Superintendent in the Scale of 6500-10500/- shall also be considered for promotion.</p>	
1. Name of the Post	Deputy Registrar	75% by Direct Recruitment	<p><u>Minimum Qualifications:</u></p> <p>a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. b. Nine years of experience as Assistant Professor in the AGP of Rs. 6000.00 and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable –</p> <p>1. Experience in University administration and familiarity with the working of university bodies and institutions. 2. Thorough knowledge of service matters or accounts/budget or conduct of examinations. 3. MBA/PG Diploma in Management or LL.B or CA/ICWA or MCA or M.Phil/ Ph.D qualification.</p> <p>Note:</p> <p>1. The incumbent should possess good</p>	As per MHRD Letter No. F.32/2006-U.II/U.I(II) Dated 31.12.2008
2. No. of posts	04			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 7600/-			
5. Age for direct recruits;	Below 50 years.			
6. Period of Probation;	01 Year			

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		<p>25% Promotion</p>	<p>communication, managerial and leadership skills to head a Division/Branch and possess good drafting/ noting skills in English, conversant with the office procedure and capable to moot proposals independently.</p> <p>2. Should be able to participate in discussions with senior functionaries and Academicians.</p> <p>3. He is expected to handle one or more functions independently related to Educational Administration/Examinations/General Administration / Purchase/Establishment/ Accounts & Finance/ Project management /HR/Legal.</p> <p>4. The University may restrict the number of candidates for interview by holding a written test prior to interview to be prescribed by the University from time to time, with the approval of the Executive Council in this regard.</p> <p>5. Preference will be given to candidates with CA/ ICWA/MBA (Finance)/MFC or a comparable professional qualification in Finance for the post(s) earmarked for Deputy Finance Officer.</p> <p>6. All the direct recruits should have working knowledge of computers.</p> <p>From amongst the Assistant Registrar and its equivalents with 13 years' service experience.</p>	
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Cadre- Secretarial

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Steno Typist/Computer Operator,	100% by Direct Recruitment	Essential: 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University. 2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers. 3. A speed of 60 wpm in English/Hindi stenography. Desirable:- 1. One year Diploma in Computer Application. 2. Working experience as Steno.	To make promotional avenues for LDCs.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2400/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year (For direct recruit and promote both)			
1. Name of the Post	Stenographer	100% by Direct Recruitment	Essential: 1) A Graduate from a recognized University in any discipline. 2) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English Or Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi. Desirable: 1. Knowledge of Computers. 2. Diploma in Computers and/or Office	No feeder cadre is available.
2. No. of posts	04			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2800/-			
5. Age for direct recruits;	18-30 years			

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6. Period of Probation;	02 year(For direct recruits)		Management and Secretarial Practice.	
1. Name of the Post	<u>Sr. Assistant</u>	100 % By Promotion	Essential:- 1. Good workmanship 2. Quality of ACR for the last five years 3. 6 years regular service experience as Stenographer. 4. Graduate Degree from a recognized University/Institution.	Feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4200/-			
5. Age for direct recruits;	NA			
6. Period of Probation;	01 Year			
1. Name of the Post	Personal Assistant (Rename the positions of three Personal Confidential Assistants in the GP 4600/-)	100 % By Promotion	Essential:- 1. Good workmanship 2. Quality of ACR for the last five years 3. 05 years regular service experience as Sr. Assistant. 4. Graduate Degree from a recognized University/Institution.	To make promotional avenues for feeder cadre.
2. No. of posts	03			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4600/-			
5. Age for direct recruits;	NA			
6. Period of Probation;	NA			

Cadre- Computer Centre

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Data Entry Operator /Computer Assistant	100% by Direct Recruitment	Essential:- 1. Having Graduate Degree from a recognized University/Institution+ DCA (One year course)/ PGDCA or a higher relevant degree from a recognized Institute/University. 2. Having typing speed of 40 words per minute in English and typing speed of 30 words per minute in Hindi in computer environment. 3. Proficiency in office applications like word, excel, PowerPoint, Corel Draw, Internet, Email etc. Desirable:- Preference will be given to candidates having experience of similar nature.	No feeder cadre is available.
2. No. of posts	08(DEO) +01(CA)=09			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2200/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year (For direct recruit)			
1. Name of the Post	Data Entry Operator Grade – I (Positions merged Data Entry Operator Grade-I+ Computer Operator)	100% By Direct Recruitment	Essential- 1. PGDCA or B. Sc. In Computer Sc./Engg./IT from a recognized Institution/University. 2. Having 03 years of experience as Data Entry Operator/Computer Operator in a Govt./Statutory/Industry/Institute of repute.	To make promotional avenues for feeder cadre.
2. No. of posts	02(DEO) +04CO(EC)			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2800/-			

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5. Age for direct recruits;	Below 35 years			
6. Period of Probation;	02 year (For Direct Recruit)			
1. Name of the Post	Assistant Computer Programmer (Proposed to merge two positions Asst. Comp. Prog. & Tech. Asst.)	100% By Promotion	Essential:- 1. Quality of ACR for the last five years. 2. Passed MCA/M.Sc/BE (Computer Science) from a recognized Institute/ University OR equivalent. 3. 06 years experience as Data Entry Operator Grade-I or equivalent.	Feeder cadre is available.
2. No. of posts	01ACP+01TA=02			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4200/-			
5. Age for direct recruits;	Below 30 years			
6. Period of Probation;	02 year (For direct recruit and 01 year for Promotes)			
1. Name of the Post	Senior Assistant Computer Programmer	100 % Promotion	Essential:- 1. Good workmanship 2. Quality of ACR for the last five years. 3. 5 years regular service experience as Assistant Computer Programmer.	Feeder cadre is available.
2. No. of posts	02			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4600/-			
5. Age for direct recruits;	NA			

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6. Period of Probation;	NA			
1. Name of the Post	System Analyst/System Programmer	50% by Direct Recruitment	<p>1st Class B.E./B.Tech (Computer Science/ Electronics & Communication/IT) recognized equivalent qualification with not less than 65% marks with 5 years experience Out of this, at least three years experience should be in the just next lower or equivalent grade for those working in Govt./Autonomous Bodies/PSUs in Public/Private sector or Ph.D. in relevant subject with 1 years experience. OR 1st Class M.Sc(Computer Science/IT/Electronics) /MCA/.M.E/M.Tech (Computer Science/ Electronics & Communication / IT) with 3 years experience in the relevant field.</p> <p>1. Good workmanship 2. Quality of ACR for the last five years. 3. 5 years regular service experience as Sr. Assistant Computer Programmer</p>	Feeder cadre is available.
2. No. of posts	02SA			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 5400/-			
5. Age for direct recruits;	Below 35 years			
6. Period of Probation;	02 year (For direct recruits and promotes both)	50% Promotion		
1. Name of the Post	Sr. System Analyst/System Programmer	100 % by Promotion	<p>Essential</p> <p>1. Good workmanship 2. Quality of ACR for the last five years. 3. 13 years regular service experience as System Analyst/System Programmer</p>	Feeder Cadre is available
2. No. of posts	01			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 7600/-			
5. Age for direct recruits;	NA			
6. Period of Probation;	NA			

Cadre- Technical-Engineering

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Carpenter	100% By Direct Recruitment	Essential:- 1. HSC or equivalent. 2. ITI/Certificate in Carpentry or 2 years working experience as Carpenter.	No feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 1900/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year			
1. Name of the Post	Mistry	100% By Direct Recruitment	Essential:- 1. HSC or equivalent. 2. ITI/Certificate in Civil or 2 years working experience as Mistry in a reputed organization or with registered contractors.	No feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 1900/-			
5. Age for direct recruits;	18-30 Years			
6. Period of Probation;	02 year			

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1. Name of the Post	Plumber	100% By Direct Recruitment	Essential:- 1. HSC or equivalent. 2. A trade certificate (ITI) in Plumber. 2. Candidates who have experience of Plumbing work will be preferred.	No feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 1900/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year			
1. Name of the Post	Electrician	100% By Direct Recruitment	Essential:- 1. HSC plus ITI tradesman/National Apprenticeship Certificate in Electrical/Wireman/Mechanics 2. Candidates should have two years practical experience in installation & maintenance of electrical equipments in a reputed firm or Institution.	No feeder cadre is available.
2. No. of posts	02			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 1900/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year			
1. Name of the Post	Time Keeper	100% by Promotion	Essential: 1. Good workmanship 2. Quality of ACR for the last five years. 3. 5 years regular service experience as MTS (Earlier Group D employee).	As per nature of job placed in this cadre.
2. No. of posts	01			

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3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	Group C, 5200-20200/- GP 1900/- NA NA			
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	Tracer 01 Group C 5200-20200/- GP 1900/- 18-30 years 02 year	100% By Direct Recruitment	Essential:- 1. HSC or equivalent. 2. ITI/Certificate in Draughtsman(Civil)/ Surveyor. Desirable- Working experience as Tracer.	No feeder cadre is available.
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay	Machinemen Junior Press 01 Group C 5200-20200/- GP 1900/-	100% by Direct Recruitment	Essential:- 1. HSSC (Physics, Chemistry and Mathematics) plus trade certificate (ITI) in mechanics/ machine tools maintenance/Draughtsman (Mechanical). 2. Experience in handling press machines will be preferred.	No feeder cadre is available.

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5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year			
1. Name of the Post	Machineman Senior Press	100% Promotion	1. Good workmanship 2. Quality of ACR for the last five years. 3. 08 years regular service experience as Machineman Junior Press or equivalent.	Feeder cadre is available
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2400/-			
5. Age for direct recruits;	NA			
6. Period of Probation;	NA			
1. Name of the Post	Sanitary Inspector	100 % by Direct Recruitment	Essential: 1. At least Senior Secondary School Pass Certificate or equivalent examination from a recognized Board/University. 2. Possessing the Diploma/Certificate course for Sanitary Inspector from a government recognized institute. 3. At least 3 years supervisory experience in sanitation in a local body after obtaining Sanitary Inspector's qualification.	No feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2400/-			
5. Age for direct recruits;	30 years			
6. Period of Probation;	02 year			

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1. Name of the Post	Sub Engineer	100% By Direct Recruitment	Essential: 1. A Degree in Civil/Electrical Engineering from a recognized University/Institution. 2. At least one year post qualification experience in a government body/commercial establishment of repute. Or A Diploma in Civil/ Electrical Engineering with at least three years experience in supervision of erection/ maintenance of Civil/ Electrical works in a government body/commercial establishment of repute.	No feeder cadre is available.
2. No. of posts	03(01 for Electrical, 02 for Civil)			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4200/-			
5. Age for direct recruits;	30 years			
6. Period of Probation;	02 year			
1. Name of the Post	Assistant Engineer	100 % by Direct Recruitment	Essential:- a. Degree in Civil Engineering OR equivalent and serving under Central Government/State Government/Union territory Administration; And b. Holding analogous posts; OR Holding posts in the pay scale of Rs. 5000-8000 (Pre-revised) and having minimum (03) three years regular service in the grade.	Feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4600/-(As per UGC directions)			
5. Age for direct recruits;	Below 40 years			
6. Period of Probation;	02 year (For direct recruit)			

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1. Name of the Post	Horticulturist*	100 % by Direct Recruitment	Essential: 1. M.Sc in Agriculture/ Horticulture with at least 55% marks 2. At least three years experience as Horticulturist or an equivalent position preferably in a Government Establishment /Educational Institute or commercial establishment of repute. Desirable: Experience in landscaping	No feeder cadre is available.
2. No. of posts	01(Created by EC dated 02.04.2011)			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- +GP 5400/-			
5. Age for direct recruits;	Below 35 years			
6. Period of Probation;	02 year			
1. Name of the Post	Estate Officer*	100% By Direct Recruitment	Essential:- A second class Bachelor's degree in Civil Engineering with a minimum of 5 years experience in construction and maintenance of Buildings and Estate Management in a recognized organization.	No feeder cadre is available.
2. No. of posts	01 (Created by EC in its meeting dated 02.04.2011)			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 5400/-			
5. Age for direct recruits;	Maximum age-40 years			
6. Period of Probation;	02 year			
1. Name of the Post	University Engineer	100% by direct recruitment	Essential: a. Degree in Civil Engineering OR equivalent and serving under Central Government/State Government/Union territory Administration; And	No feeder cadre is available.
2. No. of posts	01			

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3. Classification of the post/service	Group A, Technical		b. Holding analogous posts; OR	
4. Scale of pay	15600-39100/- GP 6600/-		Holding posts in the pay scale of Rs. 8000-275-13500(Pre-revised) and having minimum (05) five years regular service in the grade; OR	
5. Age for direct recruits;	Below 45 years		Holding posts in the pay scale of Rs. 6500-200-10500 (Pre-revised) and having minimum (08) eight years regular service in the grade.	
6. Period of Probation;	02 years		Desirable: 1. Experience in planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc.	

Cadre- Technical- Laboratory

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Lab Attendant	100% by Direct Recruitment	Essential: 1. ITI Trade Certificate or an equivalent qualification in Electrical/Electronics/ Fitter. Desirable 1. At least 02 year experience in the field, preferably in a Government department/ organization or commercial organization/Industries.	No feeder cadre is available.
2. No. of posts	23 (01CG+ 11EC)			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP- 1800/-			
5. Age for direct recruits;	18-30Years			
6. Period of Probation;	02 years			
1. Name of the Post	Gas Mechanic	100% By Direct Recruitment	Essential:- 1. HSC or equivalent. 2. ITI/Certificate in Mechanical or 2 years working experience as Gas Mechanic in a reputed firm/Institution. .	No feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 1900/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year			

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1. Name of the Post	Laboratory Assistant	100% By Direct Recruitment	Essential:- Bachelor's Degree in Science from a recognized University or Diploma in Electronics/Electricals/ Computers or BCA from a recognized University/Institution.	
2. No. of posts	05EC+08UGC		Desirable:- Experience in handling laboratory equipments in a reputed firm or Institution.	
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2000/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year (For direct recruit)			
1. Name of the Post	Lab Technician	50% By Direct Recruitment	1. Bachelor Degree in Science subjects or Diploma in Electrical/Electronics/Computers Or BCA degree from a recognized university.	Feeder cadre is available.
2. No. of posts	07EC+01Tech+06CG+ 03 Tech2,3=17		2. Knowledge of Computers.	
3. Classification of the post/service	Group C		3. 02 years relevant experience in a recognized Institution/University.	
4. Scale of pay	5200-20200/- GP 2400/-		1. Good workmanship	
5. Age for direct recruits;	Below 35 years		2. Quality of ACR for the last five years.	
6. Period of Probation;	02 year (For Direct Recruit)	50% By Promotion	3. 05 years regular service experience as Laboratory Assistant.	
1. Name of the Post	Technical Assistant	100% By Direct Recruitment	1. Bachelor Degree in Science subjects or Diploma in Electrical/Electronics/Computers Or BCA degree from a recognized university.	Though feeder cadre is available but the nature of job is completely technical and the University wants to fill up 04 positions as soon as possible which is
2. No. of posts	07(EC)+04(UGC)		2. Knowledge of Computers.	
3. Classification of the	Group C			

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post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation	5200-20200/- GP 2800/- Below 35 years 02 Years		3. 05 years relevant experience in a recognized Institution/University.	sanctioned by the UGC.
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	Technical Officer 01 Group A, 15600-39100/- GP 5400/- Below 35 years 02 years	100% by Direct Recruitment	BE / B.Tech in Electronics Engineering with minimum of 60% marks. or M.Sc. Physics/Electronics with a minimum of 60% marks. Desirable – Persons having Teaching/ Research/Technical experience will be preferred.	No feeder cadre is available.
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits;	Curator 01 Group A 15600-39100/- GP 5400/- Below 35 years	100% by Direct Recruitment	Minimum Qualifications: Post Graduate in Forestry/Botany/Allied subject with at least 60% of marks. Desirable – 1. Persons having experience in teaching/Botanical garden/ Nursery/ Herbarium will be preferred. 2. Ph. D. in relevant field.	No feeder cadre is available.

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6. Period of Probation;	02 year			
1. Name of the Post	Workshop Superintendent	100% by Direct Recruitment	<p>Qualification & Experience : A Master's degree with 55% in Mechanical Engineering/Industrial Production Engineering with 5 to 7 years of experience, preferably in Industry, Workshop, etc.</p> <p>Desirable: Good communication skills for conduction of laboratory classes, and tutorials. Familiarity with the operation of CNC Turning & Milling Machines.</p>	No feeder cadre is available.
2. No. of posts	01(EC)			
3. Classification of the post/service	Group A			
4. Scale of pay	<u>15600-39100/- GP</u> <u>7600/-</u>			
5. Age for direct recruits;	NA			
6. Period of Probation;	01 year			
1. Name of the Post	Assistant Workshop Superintendent	100% by Direct Recruitment	<p>Qualification & Experience : A Bachelor's degree with 55% in Mechanical Engineering/Industrial Production Engineering with 5 to 7 years of experience, preferably in Industry, Workshop, etc.</p> <p>Or</p> <p>A Master's degree with 55% in Mechanical Engineering/Industrial Production Engineering with 03 years of experience, preferably in Industry, Workshop, etc.</p> <p>Desirable: Good communication skills for conduction of laboratory classes, and tutorials. Familiarity with the operation of CNC Turning & Milling Machines.</p>	No feeder cadre is available.
2. No. of posts	01(EC)			
3. Classification of the post/service	Group A			
4. Scale of pay	<u>15600-39100/- GP</u> <u>5400/-</u>			
5. Age for direct recruits;	NA			
6. Period of Probation;	02 year			

Cadre- Library

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	Book Binder (Proposed to merge Assistant Book Binder+ Binder Sr. Press) 02(ASB)+01(BSP)=03 Group C 5200-20200/- GP 1900/- 18-30 years 02 year	100 % by Direct Recruitment	Essential:- 1. HSSC passed or equivalent. 2. Certificate of book binding course or minimum two years experience as book binder in a reputed firm/Institution.	No feeder cadre is available.
1. Name of the Post 2. No. of posts 3. Classification of the post/service 4. Scale of pay 5. Age for direct recruits; 6. Period of Probation;	Library Assistant 08 (UGC) Group C 5200-20200/- GP 2000/- 18-30 years 02 year	100 % by Direct Recruitment	Essential:- 1. Graduate/Post Graduate from a recognized University. 2. Passed Bachelor Degree in Library Science or one year Diploma in Library Science. 3. Knowledge of Computers.	No feeder cadre is available.

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1. Name of the Post	Library Technician (Proposed to merge the positions Library Tech. and Library Asst. Grd.-I)	100% By Promotion	1. Good workmanship 2. Quality of ACR for the last five years. 3. 05 years regular service experience as Library Assistant.	No feeder cadre is available. But to make promotional avenues for feeder cadre.
2. No. of posts	01LT+02LA			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 2400/-			
5. Age for direct recruits;	NA			
6. Period of Probation;	NA			
1. Name of the Post	Assistant Librarian	100% by Direct Recruitment	Essential:- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. iii. 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.	As per UGC norms as amended from time to time.
2. No. of posts	03CG			
3. Classification of the post/service	Group A			
4. Scale of pay	As per UGC norms			
5. Age for direct recruits;	As per UGC norms			
6. Period of Probation;	02 year			

Cadre- Medical

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Compounder	100% by Direct Recruitment	Essential qualifications:- 1. Senior School Certificate Examination under 10+2 Examination with Science group with at least 50% marks or a degree in Science. 2. DMLT/D. Pharma passed. Desirable:- Experience as Compounder in a recognized hospital/nursing home.	No feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 1900/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year			
1. Name of the Post	Auxiliary Nurse Midwife (ANM)	100% by Direct Recruitment	Essential qualifications:- 1. Senior School Certificate Examination under 10+2 Examination with Science group with 50% marks or a degree in Science. 2. Diploma in Nursing or ANM from a recognized University or Diploma in Multipurpose Health Worker. Desirable:- Experience as ANM in a recognized hospital/nursing home.	No feeder cadre is available.
2. No. of posts	01(Reserved for Female)			
3. Classification of the post/service	Group C			
4. Scale of pay	5200-20200/- GP 1900/-			
5. Age for direct recruits;	18-30 years			
6. Period of Probation;	02 year			

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1. Name of the Post	Medical Officer	100% by direct recruitment	Essential: 1. M.B.B.S Degree from a recognized University. 2. At least three years post qualification experience. Desirable: Post-graduate qualifications/ MBA(Hospital Administration) and/ or hospital experience will preferred.	No feeder cadre is available.
2. No. of posts	01			
3. Classification of the post/service	Group A			
4. Scale of pay	15600-39100/- GP 5400/-			
5. Age for direct recruits;	Below 55 years			
6. Period of Probation;	02 year			

Cadre- Driver

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Driver	100% By Direct Recruitment	Essential: 1. Pass VIII Standard from a recognized School. 2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle) 3. Experience of driving a motor vehicle for at least 3 years. Desirable: 1. Matriculation and/or valid driving license for Heavy vehicles. 2. Badge issued by RTO.	No feeder cadre is available. Looking towards the requirement and purchase of new vehicles more positions may be created by the Executive Council in this cadre. Additional Allowances or Higher salary as admissible will be given to Heavy Vehicle drivers as per GOI norms.
2. No. of posts	07CG			
3. Classification of the post/service	Group C,			
4. Scale of pay	5200- 20200/- GP 1900/-			
5. Age for direct recruits;	20-30 years			
6. Period of Probation;	02 Year			

Cadre- Security Services

Details of Posts		Method of Recruitment	Educational and other qualification required from which recruitment by promotion/Direct/short-term contract/reemployment is to be made;	Remarks/Justification for method of recruitment if any
1. Name of the Post	Security Officer*	100% By Direct Recruitment	Essential: 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 15 years experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should able to speak English and Hindi.	No feeder cadre is available.
2. No. of posts	01 (Created by EC in its meeting dated 02.04.2011)			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4600/-			
5. Age for direct recruits;	Preferably Below 50 years			
6. Period of Probation;	02 Year			
1. Name of the Post	Assistant Security Officer*	100% By Direct Recruitment	Essential: 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 10 years experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank Of Assistant Sub-Inspector (Exe)/Nayab-Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.	No feeder cadre is available.
2. No. of posts	03 (Created by EC in its meeting dated 02.04.2011)			
3. Classification of the post/service	Group B			
4. Scale of pay	9300-34800/- GP 4200/-			
5. Age for direct recruits;	Preferably Below 50 years			

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6. Period of Probation;	02 Year		2. Should able to speak English and Hindi.	
1. Name of the Post	Security Supervisor*	100% By Direct Recruitment	Essential: 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 5 years experience in Police/ Para-Military Forces/Armed Forces of the Union with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should able to speak English and Hindi. Note:- 1. Looking towards the requirement of lady security workers, female candidates having experience in Security works or national level sports activity for atleast three years may also be considered for the post. 2. Persons employed in the university by a duly constituted committee and having 02 years continuous experience of Security Work may also be considered.	No feeder cadre is available.
2. No. of posts	05 (Created by EC in its meeting dated 02.04.2011)			
3. Classification of the post/service	Group C,			
4. Scale of pay	5200-20200/- GP 2800/-			
5. Age for direct recruits;	Preferably Below 50 years			
6. Period of Probation;	02 Year			

Recruitment Rules for the posts which were in Group ‘D’ Scales prior to Sixth Pay Commission and which have been placed/merged in Group C under Pay Band -1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-

1	Name of the Post	Multi-Tasking Staff
2	Number of Posts	134 (UGC+ Sanctioned Setup)
3	Classification	General Service Group C, Non-Gazetted, Non-Ministerial
4	Pay Band & Grade Pay	Pay Band-1 (Rs. 5200-20200/- +GP Rs. 1800/-)
5	Age Limit for direct recruitment	Between 18 to 25 Years (The crucial date for determining the age limit shall be the closing date for receipt of application from candidates.)
6	Educational & other qualifications required for direct recruits	Matriculation or equivalent pass Or ITI Pass (D. Pharma/DMLT for Dresser)
7	Period of Probation	Two Years
8	Method of Recruitment	By Direct Recruitment
9	If DPC exists, what is the composition	Group ‘C’ Departmental Promotion Committee for considering confirmation
10	Duties	<ol style="list-style-type: none"> 1. Physical maintenance of records of the section 2. General cleanliness & upkeep of the Section/Unit. 3. Carrying of files & other papers within the building. 4. Photocopying, sending of FAX etc. 5. Other non-clerical work in the Section/Unit. 6. Assisting in routine office work like diary, dispatch etc., including on computer. 7. Delivering of dak (outside the building). 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Cleaning of rooms. 11. Dusting of furniture etc. 12. Cleaning of building, fixtures etc. 13. Work related to his ITI qualifications, if it exists. 14. Driving of vehicles, if in possession of valid driving license. 15. Upkeep of park, lawns, potted plants etc. 16. Any other work assigned by the superior authority.
11	Positions merged	Book Attendent-05, Multigrapher-02, Daftary-07, Head Peon -02, Peon-65, Choukidar-12, Mali-09, Driver/Peon-01, Care Taker- 02, Gateman-02, Attendent-02, Maid Servant-01, Khalasi-02, Pumpman/Attendant-05, Hostel Sevant-02 Dresser-01, Groundman-01,

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		Book Lifter/Peon-01, Jamadar-09, Peon(ASC)-01, Hostel Attendant(ASC)-01, Field Assistant-01
12	Condition for Promotion of Group D Employees	All the Group D employees, having qualifications as fixed for direct recruits may be upgraded from Group D to MTS. However, employees not having required qualifications will be gone through training program for upgradation.

Note:-

- 1. All promotional positions will be filled on the basis of Competitive Examinations among employees fulfilling minimum eligibility criteria as prescribed for the post. The bench mark for any post will be “Good” in the Annual Confidential Report (ACR). On the basis of ACRs employees will be shortlisted for Departmental Examination & thereafter on the basis of marks obtained in the examination DPC will declare the result of promoted employees for the post.**
- 2. Departmental candidates (including Daily Wage Workers) may be given relaxations as per rules; however maximum age limit for direct recruitment shall be 50 years in all cadres.**
- 3. Relaxation and reservation will be given to SC/ST/OBC/PWD candidates as per rules.**
- 4. In case where the mode of appointment is Promotion/Departmental Examination and the feeder cadre is exhausted, the positions may be filled by direct recruitment.**
- 5. Qualifying service (in years) for promotion and promotion criteria have been adopted from DoPT OM No. AB.14017/48/2010-Estt.(RR) Dated 31.12.2010.**
- 6. Present pay of working employees will be protected if two or more positions will be merged in a single position.**
- 7. Employee’s opinion is required before approval of merging of positions. The Administration should take necessary action in this regard.**
- 8. Above rules have been drafted as per information made available to the committee and in case any contravention in the draft above from GOI Rules the GOI Rules will prevail.**

*** Proposal will be send to the UGC to sanction EC created posts.**

Abbreviations:-

EC-Executive Council, CG-Chhattisgarh Government, UGC-University Grants Commission, GP- Grade Pay, MHRD- Ministry of Human Resource Development, DoPT- Department of Personnel and Training,