

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG,
NEW DELHI
UGC (Recruitment)Rules, (Various posts) 1983
Ministry of Education & Culture
(Department of Education)

New Delhi, dated the 19th May, 1983

NOTIFICATION

C.S.R.– In exercise of the powers conferred by sub- section (1) read with clause (d) of sub-section (2) of section 25 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Terms and Conditions of Service of Employees) Rules, 1950, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following regulating the method of recruitment to the posts in the University Grants Commission, namely : –

1. Short title and commencement

(1) These rules may be called the University Grants Commission (Recruitment) Rules, 1983.

Application: These rules shall apply to all posts specified in column 2 of the Schedule annexed hereto.

2. Classification and Scale of Pay :

The classification of posts, and the scales of pay attached thereto shall be as specified in column 3 and 4 of the said schedule appended herewith.

Gazette Notifications

51

3. Method of recruitment, age limit and other qualifications:

The method of recruitment the upper age limit, qualifications for recruitment and other matters relating to the said posts shall be as specified in column 5 to 12 of the aforesaid Schedule.

4. Disqualification : No person–

He has entered into or contracted a marriage with a person having a spouse living, or

... having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts: Provided that the University Grants Commission may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax :

Where the Central Government is of opinion that it necessary or expedient so to do, it may, by order, for reasons to recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving:

Nothing in these rules shall affect reservations, relaxation age limit and other concession, required to be provided for the Scheduled Castes and the Scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.



THE SCHEDULE

<i>S. No.</i>	<i>Name of Post</i>	<i>Classification</i>	<i>Scale of Pay</i>	<i>Whether Selection (or) Non Selection</i>	<i>Age limit for Direct Recruitment</i>	<i>Educational Qualifications Recruitment</i>	<i>Whether age and Qualifications Prescribed for the direct recruitment will apply in case of promotion</i>	<i>Period of Probation</i>	<i>Methods of Recruitment whether by direct recruitment or by Promotion or transfer and % of the vacancies to be filled by various Methods</i>	<i>In case of Recruitment by promotion transfer grades from which promo to be made</i>	<i>Composition of DCP or Select on Committee</i>
<i>1.</i>	<i>2.</i>	<i>3.</i>	<i>4.</i>	<i>5.</i>	<i>6.</i>	<i>7.</i>	<i>8.</i>	<i>9.</i>	<i>10.</i>	<i>11.</i>	<i>12.</i>
1.	Secretary	Gr. A	2500-125/2-2750	N.A. as it is not a promotion (Revised to 7300-7600)	N.A. post	N.A.	N.A.	N.A.	By transfer on deputation or on contract	Transfer on deputation or on contract. A person who has served or is serving as a professor/scholar in a Univ or any inst. of higher education/ research with atleast 10 yrs experience or teaching at PG level or guiding at PG level of guiding research experience of educational administration OR A person who has served or is serving as an officer of the Central of State Governments, or Universities, or research institutes, autonomous organisations, Public Enter-	1) Chairman UGC 2) V. Cm, UGC 3) 3 member of the commission nominated to it. 4) A representative of the Central Government.
<i>1.</i>	<i>2.</i>	<i>3.</i>	<i>4.</i>	<i>5.</i>	<i>6.</i>	<i>7.</i>	<i>8.</i>	<i>9.</i>	<i>10.</i>	<i>11.</i>	<i>12.</i>

prises etc. in equivalent grade or in one grade lower with five years service in the lower grade and having experience of educational administration.

(Appointment will be made on a tenure basis for a term of five years renewable for on more term of five years both being subject to age of super-annuation as prescribed.)

Note 1. Officers of the UGC who fulfill either of the above conditions will also be eligible for consideration.

Note 2. Applications for consideration for appointment on transfer on deputation or on contract shall be invited through open advertisement.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
2.	Addy. Secy	Gr. A	2550–125/ 2–2500 (revised to 5100–150– 5700)	Selection	50 years (Relexable) upto 5 yrs. for employees. of the Central in a Univ. or any & State Govts, GST of higher re- Univs, & autonomous 10 yrs. experience bodies. Age of teaching at limit will not apply in case	A person who has served or is serving as a professor/scholar of the Central in a Univ. or any & State Govts, GST of higher re- Univs, & search with atleast 10 yrs. experience PG level or Guiding research	N.A.	2 years	By promotion/ Direct Recruitment	J.S. in the UGC Office with 5 yrs continuous regular service in the grade	1) Chariman, UGC 2) V.Cm, UGC 3) 3 Members of the UGC nominated by it 4) A rep of GOI

OR

50 years
(Relaxable
by 5 yrs for
employees of
Central &
State Govt.,
Universities
and autono-
mous bodies)

1. I or II class Master's degree or a professional degree;
2. about 10 yrs experience of teaching/research or educa-

2 years

Promotion:
Dy. Secy in
UGC with
continuous
regular servi
in the grade
Transfer on
Deputation:
Officer hold

Deputation:
Officer holding

organisations,
having 5 years
service in that
grade an ex-
perience of
educational
administration

(Period of deputation shall ordinarily not exceed 5 yrs.)											
4.	Jt. Secy	Gr. A	3700-125-4700 150-5000 (Revised)	Selection	45 years (Relaxable by 5 yrs for employees of Central & State autonomous bodies.	Essential (1) I or II class Master's degree of a recognised univ. with a good academic record (2) 7 years experience of teaching at Univ. or college level equivalent experience of educational administration Desirable : Doctorate Degree	No	2 years	75% by promotion and 25% by direct recruitment	Promotion: U.S. or E.O. with 5 yrs continuous regular service in the grade. The inter-se Seniority of the E.O/U.S. for promotion quota shall be reckoned on the basis of continuous regular service in the respective grade.	1) V,CM. UGC 2) 1 members of nominated by it 3) One outside member nom. by UGC 4) A represent of GOI and 5) Secy, UGC
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
5.	Finance Officer	Gr. A	N.A	N.A.	N.A.	N.A.	N.A.	N.A.	By transfer on deputation.	Officers of appropriate Seniority belonging to IA& AS from the office of the CAG and other Central Finance & Accounts Service (period of deputation not exceeding 4 years)	N.A.
6.	Under Secretary	Gr. A	3000-100-3500-125-4500	Selection	N.A.	N.A.	N.A.	2 years	100% by promotion	By promotion S.O. (Gr.B) & personal Astt (Gr "B") with at least 5 yrs. continuous Regular Service in the respective grade & having a degree from a recognised Univ in the ratio of 4 Section Officers to one Personal Assistant.	1) V.Cm, UGC 2) 1 Member of nominated by it 3) 1 outside expert nominated by Chairman, UGC 4) A rep of GOI 5) Secretary

7.	Education Officer	Gr. A	1200-50-1600	N.A.	40 yrs. (Relaxable by 5 years for employees of Central & State Govt. Univ. and autonomous bodies)	1) I or II Class Master's degree from a recognised University 2) 5 yrs experience of teaching or research or of educational Administration	N.A.	2 years	Direct recruit	N.A.	1) V.Cm, UGC 2) 1 Member of the UGC nominated by it 3) 1 outside expert nominated by Chairman, UGC 4) Secretary UGC.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
8.	Publication Officer	Gr. A	1200-50-1600	N.A.	40 yrs. (Relaxable by 5 years for employees of Central & State Govt. Univ. and autonomous bodies)	1) I or II Class Master's degree from a recognised University 2) 5 yrs experience of compiling or editing, producing planning supervising publications a Govt. Deptt. or autonomous organisation or a commercial firm of reply	N.A.	2 years	Direct recruit	N.A.	1) V.Cm, UGC 2) 1 Member of nominated by it 3) 1 outside expert nominated by Chairman, UGC 4) Secretary UGC.
9.	Senior Statistical Officer	Gr. A	1200-50-1600	Selection	45 yrs. (Relaxation by 5 years for employees of Central & State Govts. Univ. and autonomous bodies)	Essential : 1) I or II class Master's degree in statistic/mathematics/Economics/Commerce with statistics; 2) 7 yrs exp. of collection, collation & interpretation of educational data Desirables: 1) Post graduate diploma/certificate in statistics 2) Training in educational research/planning in some recognise institution	Qual.: Yes Age: No	2 years	By promotion failing which by transfer on deputation failing which by direct recruitment	By promotion: J.S.O. with 5 yrs continuous service in the Grade. By transfer on deputation: Officer holding analogous post in Govt. deptt./universities/autonomous, organizations (Period of deputation not exceeding three years.)	1) V.Cm, UGC 2) 1 Member of nominated by it 3) 1 outside expert nominated by Chairman, UGC 4) Secretary UGC.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
						3) Experience of computerised system of data and retrieval.					
10.	Librarian	Gr. A	1100-50-1600	Selection	40 yrs. (Relaxable for employees of the Central & State Govt. Univ. and autonomous bodies)	Essential : 1) At least a II class Master's degree of recognised University 2) Degree in Library Science or equivalent Qualification from a recognised univ. 3) 7 years exp. in a responsible capacity in library of standing, evidence of providing library services such as bibliographic abstracting and reference services.	Qual.: Yes Age: No	2 years	By promotion failing in which by transfer on deputation failing both by direct recruitment By transfer on deputations: Officer holding analogous post in Govt. Deptt./ Organisations/ Universities. (Period of deputation not.....	By promotion: Assistant Librarian with 7 years continuous regular service in the grade with a University degree	1) V.Cm, UGC 2) 1 Mem. of UGC nominated by it 3) 1 outside expert nominated by Chairman, UGC 4) Secretary UGC.
11.	Documentation Officer	Gr. A	700-40-900-EB-40-1100-50-1300	Selection	40 yrs. (Relaxable for employees of the Central & State Govt. Univ. and autonomous bodies)	1) At least a II class Master's degree from recognised University 2) Degree in Library Science or equivalent from a recognised univ.	No	2 years	By promotion on or transfer on deputation failing which both by direct recruitment	By promotion: Assistant Librarian with 5 years continuous regular service in the grade with a University degree By transfer on deputation: Officers holding analogous post in Govt. Deptts./ orgs./Univ. and possessing the qualifications prescribed in Col 7 (Period of deputation ordinarily not exceeding 3 years).	1) V.Cm, UGC 2) 1 Mem. of UGC nominated by it 3) 1 outside expert nominated by Chairman, UGC 4) Secretary UGC.

UGC (RECRUITMENT) RULES, (VARIOUS POSTS) 1983

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
12.	Section UGC conti. regular service recruitment	Gr. B Officer 2) Addl Secy. UGC in the grade	650–30– 3) 2 outside expert	Selection by 740–35– nominated by Chairman, UGC.	N.A. Seniority–	N.A. 880–EB–	N.A. cum-fitness 40–1000–	2 years EB–40–1200	By promotion	Assistants with failing which by	1) Secy. 5 years direct
13.	Junior Statistical Officer	Gr. B	840–40– 1000–EB– 40–1200	Selection	40 yrs. (Relaxable by 5 years for employees of Central & State Govt, Univ, and autonomous organisations)	Essential: 1) At least a II class Masters degree in statistics or Mathematics/ Economics/ commerce with statistics; 2) 5 yrs exe. of collection, collation and interpretation on educational data. Desirable: Post graduate diploma certificate Statistics; 2) Training educational research/ planning in some recognised institution; 3) Training programme's courts in some recognised institution computerisation.	No	2 years	50% by promotion & 50% by direct recruitment	By promotion: Senior Statistical assistant with 5 yrs con-3) 2 outside expert tinuous regular service in the respective grades.	1) Secy. UGC 2) Addl. Secy. UGC 2 outside expert nominated by Chairman, UGC.
14.	Asstt. Editor	Gr. B	i) 800–40– 1000–EB– 40–1200 personal to the present incumbent) ii) 650–30–740	N.A.	40 yrs. (Relaxable employees of Central & State Govt. Univesity and	1) At least a II class Master's degree of recognised University 2) 5 yrs exp. of editing/publishing	N.A.	2 years	By direct recruitment	N.A.	1) Secy, UGC 2) Addl Secy, UGC 3) 2 outside expert nominated by Chairman, UGC
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
			35–810–1000		autonomous	in a publishing					

UGC (RECRUITMENT) RULES, (VARIOUS POSTS) 1983

		880-40-1000 40-1200 (for future entrants)		bodies)		house of reasonable standing and ability to prepare critical and infomative digests/articles and reports																	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.												
15.	Personal Assistant	Gr. B	650-30-740-35-880-EB-40-1040-	Non-Selection	N.A.	N.A.	N.A.	2 years	By promotion	Stenographers1) Secy. UGC (including Hindi2) Addl Secy. StenographersUGC with 5 yrs. 3) 2 outside expert continuous nominated by regular service Chairman, in the grade. UGC. Note: In the case of Hindi Stenographers eligibility for promotion as P.A. will be subject to proficiency in English Stenography which will be determined by a suitable test.													
16.	Artist	Gr.B	550-25-750-EB-30-900	N.A.	30 years (Relaxable for employees of Central and State Govt., Univ. & autonomous bodies.	Degree of a recognised Univ. in fine Art/Commercial Art with 5 yrs experience of the job	N.A.	2 years	By direct recruitment	N.A.	1) Addl Secy, UGC 2) J.S. UGC 3) 2 outside experts nominated by V.Cm												
17.	Asst Librarian	Gr.B	550-25-750-EB-30-900	Selection	30 years (Relaxable by 5 yrs. for employees of Central and State Govt., Univ. & autonomous	1) Degree of a recognised Univ. in Library Science or equivalent qualification from a recognised university 2) Degree in Library Science or equivalent qualification	Qual. Yes Age : No	2 years	By promotion failing which by direct recruitmentcontinuous	Library Astd. with 5 years in the grade	1) Addl Secy, UGC 2) J.S. UGC regular service3) 2 outside experts nominated by chairman UGC												

3) About 3 years
experience
in a responsible
capacity in a lib-
rary of standing.

UGC (RECRUITMENT) RULES, (VARIOUS POSTS) 1983

18.	Senior Statistical Assistant	Gr.B	550-25-750-EB-30-900	Selection	N.A.	N.A.	N.A.	2 years	By promotion	Statistical Asst with 5 years continuous regular service in the grade	1) Addl Secy, UGC 2) J.S. UGC 3) 2 outside experts nominated by V.Cm., UGC 4) A representative of GOI.
19.	Production Assistant	Gr.C	550-25-750-EB-30-900	Selection	30 years Relaxable for employees of Central and State Govt. Univ. and autonomous bodies) up to 35 years.	Essential: 1) At least a II Class Bachelor's degree from a recognised university. 2) 5 years experience of editing/ printing of text books and/ or journals in a publishing house or reasonable standing Desirable: Degree/Diploma in Journalism/ Printing of a recognised university/ institution.	N.A.	2 years	By promotion failing which by transfer on deputation failing both by direct recruitment	By Promotion: Proof readers/UGC Copy holder with a university degree and 8 years continuous regular service in either of these posts or in both of them. By transfer on deputation: Officers holding analogous post in Govt Deptt./ Organizations/ Universities, period of deputation ordinarily not exceeding three years).	1) Addl Secy, UGC 2) J.S. UGC 3) 2 outside experts nominated by V.Cm., UGC
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
20.	Assistant (including Cashier & Hospitality Assitant)	Gr.C	425-15-500-EB-15-560 20-700-EB-25-800	Non Selection	N.A.	N.A.	N.A.	2 years	By promotion: i) UDC with 5 yrs continuous regular service in the grade on the basis of seniority subject to rejection of the unfit:- 50% ii) Through competitive test of departmental UDCs Assistant Draftsman and Proof reader with 3 years conti-	Promotion: UDC with 5 years continuous service in the grade	1) Addl Secy, UGC 2) J.S. UGC 3) 1 outside experts nominated by V.Cm., UGC 4) Divisional Head of Administration

nuous regular service in the respective grades: 50% Note : The posts of Cashier and Hospitality Assistant shall be filled from suitable assistants with three years continuous regular service in the grade on the basis of selection.											
21.	Receptionist	Gr.C	550-20-650-25-750 (for present incumbents) 330-10-380-EB-12-500-EB-15-560- (for future incumbents)	Non Selection	N.A.	N.A.	N.A.		By promotion	LDC's on selectN.A. list for promotion as UDC's	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
22.	Statistical Assistant	Gr.C	425-15-500-EB-15-560-20-700-EB-25-800 for present incumbents. 425-15-500-EB-15-560-20-640.	N.A.	30 years (Relaxable for employees of Ctrl. & State Govts. & autonomous bodies upto 35 yrs)	Essential: At least a II Class Masters Degree in Stat. or Mths/Economics Commerce with Statistics. Desirable: Certificate/ Diploma in Statistics from a recognised Inst.	N.A.	2 years	By direct recruitment	N.A.	1) Addl. Secy, UGC 2) J.S., UGC 3) 1 outside expert nominated by UGC 4) Divisional Head of Admn. UGC
23.	Library Assistant	Gr.C	380-12-440-EB-15-560-EB-20-640	Non Selection upto 35 yrs)	30 years (Relaxable for employees of Ctrl. & State Govts. Univ. & autonomous bodies or its equivalent)	1) Degree of a recognised Univ. 2) Degree or Diploma in Library Science (One year course after Graduation or its equivalent)	N.A.	2 years	By promotion failing which by direct recruitment	Junior Library Asst with 8 years continuous regular service in the grade	1) J.C., UGC 2) 2 outside members nom. by Secy. UGC. 3) Divisional Head incharge of Admn.
24.	Care Taker	Gr.C	380-12-440-EB-15-560-EB-20-640	N.A.	30 years (Relaxable for employees of Ctrl.	1) Matriculation or equivalent 2) At least two years exper.	N.A.	2 years	By direct recruitment	N.A.	1) J.S., UGC 2) 2 outside member nominated by

					& State Govts. of maintenance Univ. & auto-including nomous sanitation, bodies upkeep and upto 35 yrs) security of big buildings						Secy. UGC 3) Divisional Head incharge of Admn. UGC
25.	Junior Library Assistant	Gr.C	380-12- 440-EB-15- 560-EB-20- 640 for prst. incumbents 260-6-290- EB-6-326- 8-366-EB- 8-390-10- 400 (for future	N.A.	28 years (Relaxable for emplo- yees of Ctrl. & State Govts. Univ. & auto- nomous bodies upto 35 yrs) in Co. 7.	1) Matriculation or equivalent 2) Certificate in Library Science	Age: No Qual.: Yes	2 years	By promotion 50% by direct recruitment : 50%	Senior Library Attendant with 5 yrs. conti- nuous regular service in the grade provided he possesses the prescribed qualification as	1) J.S., UGC 2) 2 outside mem. nominated by UGC 3) Divisional Head incharge of Admn. UGC entrans)
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
26.	Upper Division	Gr.C	330-10-380 -EB-12-500 -EB-15-560	Non Selection	N.A.	N.A.	N.A.	2 years	By promotion	LCD's who have completed eight years conti- nuous regular service as LDCs or the basis of seniority subject to the rejection of the unfit 50%. UDC's Key Punch Opera- tors, Telephone Operators, Copy holders and Persons holding other posts carrying equiva- lent scales of pay with 2 yrs. continuous regular service in the grade on basis of limited deptt. competitive examination 50%	1) J.S., UGC 2) 2 outside mem. nominated by secy. UGC 3) Divisional Head incharge of Admn.
27.	Junior Steno Grapher	Gr.C	330-10-380 -EB-12-500 -EB-15-560	N.A.	25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous typing	1) Matriculation or equivalent 2) A speed of 80 w.p.m. in stenography and 40 w.p.m. in typing	N.A.	2 years	By direct recruitment	N.A.	1) J.S., UGC 2) 2 outside mem. nominated by Secy. UGC 3) Divisional Head incharge of Admn.

					Organisations upto 35 yrs.)						
28.	Lower Division Clerk	Gr.C	260–6–290 –EB–6–326 8–366–EB–	N.A.	25 years on the 1st of Jan. or equivalent of the year in	i) Matriculation or equivalent Examination	N.A.	2 years	i) By direct recruitment: 90% ii) By competitive	N.A.	1) Divisional Head Incharge Admn. UGC

**1. In the event of non availability of Departmental candidates the reservations will not be carried forward but the vacancies will be filled by appointment of qualified candidates available through direct recruitment as at 10 (i).

2. The qualified departmental candidates will be junior to the qualified candidates available under direct recruitment as at 10 (i) in a recruitment year.

			8–390–10 400		which the applications are invited/ nomination	ii) Minimum speed of w.p.m in type- writing Provided			examination 10%** Limited to depart- mental Group D employees		2) 2 outside mem. nom. by Secy, UGC 3) U.S., incharge
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12

are invited from the employment Exchange (Relaxable for employees of Central & State Govt. Univs. & other autonomous bodies upto 35 years)

that physically handicapped person who is otherwise qualified to hold clerical post but does not possess the ...qualification of typewriting may be appointed and grant exemption subject condition that the Medical Board attached to the spec....

Employment Exchange for physical handicapped or whom there is no such Board the Civil surgery declares him to permanently unfit to pass the typewriting test because Physical disability. Provided further that person so appointed on basis of competition exam. limited deptt. Gr. employees possessing the qualification may be appointed subject to the condition that person so appointed will have to pass same within a period of two years from the date of appointment fair which he shall revert to substantive appointment or temporary post held by him before his appointment

2 years

possessing the qualifications prescribed under Col 7 with 5 years continuous regular service as a Gr. D employees

N.A.

administration,
UGC

to the cadre of LDC and until that time he will not be eligible for drawing annual increment in the p.a. scale.											
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
29.	Staff Car Driver	Gr.C	260-6-290 -EB-6-326 -8-366-EB -8-390-10 400	N.A. autonomous Organisations	30 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations)	Essential: Possession of valid driving licence for motor car or knowledge & mechanism and expiring of driving upto 35 yrs.) Desirable: at least 5 yrs. Middle Pass	N.A.	2 years	By transfer or by deputation or by direct recruitment as may be decided	By transfer on 1) the result of a test in driving designed to adjudge suitability for the post with reference to the standards of competence considered essential for drivers of staff cars from amongst regular Despatch Rider C and Group D employees of the UGC possessing the qualifications specified in column Col 7 or by deputation or transfer of persons holding the post of staff Car Driver in other Organisation. (Period of deputation ordinary not exceeding three years).	1) Div. Head, Adm. 2) 2 outside mem. nominated by secy. UGC 3) U.S. Admn.
30.	Despatch Rider	Gr.C	260-6-290 -EB-6-326 -8-350	N.A.	30 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations)	Essential: Possession of valid licence for motor cycle including 3 wheelers & experience of driving a motor-cycle for 3 yrs. Note: Practical test may be held to judge the	N.A.	2 years	By transfer or by deputation or by direct recruitment as may be decided	By transfer on 1) the result of a test in driving designed to adjudge suitability for the post with reference to the standards of competence considered essential in drivers of motor cycles from staff	1) D.S., Admn. UGC 2) 2 outside mem. nominated by Secy, UGC 3) U.S. Admn. UGC

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
						proficiency & experience in driving motor-cycles including three wheelers. Desirable: Middle class				cycles from amongst Group D employees of the UGC possessing the qualifications specified in Col 7	
31.	Roneo Supervisor	Gr.C	260-6-326 -EB-8-350	Non Selection	N.A.	N.A.	N.A.	2 years	By promotion	Junior Roneo operators with 3 years continuous regular service in the grade.	1) D.S., Admn UGC 2) 2 outside members nominated by sec. 3) U.S. Admn.
32.	Senior Library Attendant	Gr.C	260-6-326 -EB-8-350	Non Selection	25 years (relaxable for employees of Central & State Govts, work. Univs. & autonomous writing bodies) upto 35 years.	1) Matriculation or equivalent 2) 2 yrs experience in library work. 3) Good hand in writing	N.A.	2 years	By promotion failing which by direct recruitment	Junior Library attendant with 5 years continuous regular service in the grade	1) D.S., Admn UGC 2) 2 outside members nominated by sec. 3) U.S. Admn. UGC.
33.	Junior Library Attendant	Gr.C	210-4-226 -EB-4-250 -EB-5-290	Non Selection	25 years (relaxable for employees of Central & State Govts. of having worked in some library bodies) upto 35 years.	Essential : Middle Pass Desirable: Experience of having worked in some library	N.A.	2 years	By promotion failing which by direct recruitment	Daftries & jamadars with 3 years continuous regular service in the grade	1) D.S., Admn UGC 2) 2 outside members nominated by secy. 3) U.S. Admn. UGC.
34.	Hospitality Attendant	Gr.D	210-4-250 -EB-5-270	Non Selection	N.A.	N.A.	N.A.	2 years	By promotion	Daftries & jamadars with 3 years continuous regular service in the grade	1) D.S., Admn UGC 2) 2 outside members nominated by secy. 3) U.S. Admn. UGC.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
35.	Junior Roneo Operator	Gr.D	210-4-250 -EB-5-270	Non Selection	N.A.	N.A.	N.A.	2 years	By promotion	Daftries & jamadars with 3 years continuous regular service in the respective	1) D.S., Admn UGC 2) 2 outside members nominated by secy. 3) U.S. Admn. UGC.

										grade and having proficiency in operating and maintaining Roneo machine. Proficiency will be assessed by a suitable test if required.	
36.	Lift Operator	Gr.D	210-4-250 -EB-5-270	Non Selection	25 years (Relaxable for employees of Central & State Govt. Univs. & Bodies upto 35 years)	Primary Pass Proficiency in operating, unkeep and safety requirements of Autonomoustomatic lift will be assessed if required	N.A.	2 years	By direct recruitment	N.A.	1) D.S., Admn UGC 2) 2 outside members nominated by secy. 3) U.S. Admn. UGC.
37.	Security Guard	Gr.D	200-3-206 -4-234-EB -4-250	Non Selection	N.A.	N.A.	N.A.	2 years	By promotion	Chowkidar with 3 years continuous regular service in the grade.	1) D.S., Admn UGC 2) 2 outside members nominated by secy. 3) U.S. Admn. UGC.
38.	Jamadar	Gr.D	200-3-206 -4-234-EB -4-250	Non Selection	N.A.	N.A.	N.A.	2 years	By Promotion	Peons with 3 years continuous regular service in the grade.	1) D.S., Admn. UGC 2) 2 outside member nominated by Secy. 3) U.S., Admn. UGC
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
39.	Daftary	Gr.D	200-3-206 -4-234-EB -4-250	Non Selection	N.A.	N.A.	N.A.	2 years	By Promotion	Peons with 3 years continuous regular service in the grade.	1) D.S., Admn. UGC 2) 2 outside member nominated by Secy. 3) U.S., Admn. UGC
40.	Peon	Gr.D	196-3-220 -EB-3-232	N.A.	25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous	Middle School Pass Standard	N.A.	2 years	By direct 75% By transfer 25%	Transfer of chowkidars Farashes & Safaiwala possessing elementary literacy and	1) D.S., Admn. UGC 2) 2 outside mem. nominated by Secy, UGC 3) U.S. Admn. UGC

					Organisations upto 35 yrs.)						ability to read either Hindi or English or any regional language with 5 yrs continuous regular service in their respective grades.
41.	Chowkidar	Gr.D	196-3-220 -EB-3-232	N.A.	25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations upto 35 yrs.)	Essential: Ability to read & write Desirable: i) Primary Pass ii) Ex-army man	N.A.	2 years	By direct recruitment	N.A.	1) D.S., Admn. UGC 2) 2 outside mem. nominated by Secy, UGC 3) U.S. Admn. UGC
42.	Farash	Gr.D	196-3-220 -EB-3-232	N.A.	25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations upto 35 yrs.)	Essential: Nil Desirable: Primary Pass Ex-army man	N.A.	2 years	By direct recruitment	N.A.	1) D.S., Admn. UGC 2) 2 officers of nominated by Secy, UGC
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
43.	Safaiwala	Gr.D	196-3-220 -EB-3-232	N.A.	25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations upto 35 yrs.)	Desirable: Primary Pass	N.A.	2 years	By direct recruitment	N.A.	1) D.S., Admn. UGC 2) 2 officers of UGC a nominated by Secy, UGC

No. F. No. 30/80 (Desk (U)

(M.R. Kobatkar)

Joint Secretary to Govt. of India