

All scales of the posts are mentioned in the Pre-Revised Scale

RULES GOVERNING PROMOTION POLICY
FOR CATEGORIES B, C AND D NON-
TEACHING STAFF OF THE UNIVERSITY.

1. Entry point of each cadre

The last post in 'C' category shall be the entry point of each cadre as given under :

S.No.	Name of Cadre	Entry Point	Pay Scale Rs.
1	Ministerial Service	Lower Division Clerk	3050-4590
2	Secretarial Service	Stenographer	4000-6000
3	Laboratory Service	Jr. Lab. Asstt.	3200-4900
4	Security Service	Security Asstt.	3050-4590
5	Workshop/Mechanic	Jr. Workshop Assistant	3200-4900
6	Engineering Staff	Electrician Meter Reader/ Pump Operator/Plumber/ Mason/Blacksmith/Work Assistant/ Tracer & equivalent Carpenter/Wireman	3050-4590 3200-4900
7	Agriculture/Veterinary	Supervisor (Agriculture Farm)	3200-4900
8	Horticulture/Gardens	Horticulture Supervisor	3200-4900
9	Sanitation Service	Sanitary Asstt.	3050-4590
10.	Computer Centre	Key Punch Operator Gr II	3200-4900
11.	Science Instrumentation Centre	Technician	3200-4900
12.	Nursing Staff	Auxilliary nurse/ Midwife/Auxillary Assistant/Nursing Asstt. Untrained Nurse	4000-6000

* Ref. No.626/CR/2001 dated 7-8-2001

** Ref. No.258/CR/99 dated 22-11-99

2 Reservation of certain percentage of posts to be filled by promotion from among the 'D' Category Staff :

- (a) 40% posts of the entry point in each cadre shall be reserved to be filled by promotion of 'D' category staff.
- (b) There shall be no relaxation in qualifications while considering the 'D' category employees for promotion under the aforementioned reservation.
- (c) The entire group 'D' staff of the University shall be eligible to be considered for promotion under the aforementioned reservation of 40% in the case of Ministerial and Secretarial Cadres.
- (d) For all other Cadres, 40% posts at the entry point shall be filled by promotion of 'D' category employees from within the Department/Office Institution concerned. As mentioned earlier this promotion shall be made without relaxation of qualifications laid down for the respective entry point posts and only suitable candidates from among 'D' category staff of the Department / Institution concerned should be considered on the basis of seniority.

3. Relaxation of qualifications at Entry Point :

There shall be no relaxation of qualifications, either academic or technical, or relating to requirements of experience, at the Entry Point of all Cadres. Qualifications at the Entry Point shall not be relaxed when appointments are being made either through open recruitment or through promotion. However, in case of candidates falling under special categories, such as Blind or otherwise physically handicapped candidates, the Vice-Chancellor may consider relaxation of qualifications in order to fulfil the reservation quota.

4. Percentage reserved for promotion at various levels in each Cadre:

The following reservation shall be made for appointment by promotion at various levels in each Cadre.

Designation & Scale	% by promotion	% by Direct recruitment
<u>Ministerial Cadre</u>		
Section Officer Rs. 6500-10500	100%	- (In case of Accounts Cadre 25% of the vaca- ncies shall be filled by Direct Recruitment / deputation).
Assistant Rs. 5000-8000	50%	50%
Upper Division Clerk Rs. 4000-6000	100%	-
Lower Division Clerk Rs. 3050-4590	40%	60%
	for 'D' category	
	(Promotion to be considered from within the Cadre)	
<u>Secretarial Services</u>		
Private Secretary Rs. 6500-10500	100%	-
Sr. Personal Assistant Rs. 6500-10500	50%	50%
Personal Assistant Rs. 5000-8000	100	-
Stenographer Rs. 4000-6000	40%	60%
	for 'D' category	
	(Promotion to be considered from within the Cadre)	

Laboratory Services

Jr. Scientific Officer/JTO - 100%

Rs. 6500-10500

Sr. Technical Assistant 100% -

Rs. 5500-9000

Technical Assistant 50% 50%

Rs. 4500-7000

Sr. Lab. Assistant 100% -

Rs. 4000-6000

Jr. Lab. Assistant 40% 60%

Rs. 3200-4900 for 'D' category

(Promotion to be considered from within Department/Institution/ Office only)

Security Services

Security Officer - 100%

Rs. 6500-10500

Asstt. Security Officer 100% -

Rs. 5500-9000

Security Inspector 50% 50%

Rs. 4500-7000

Security Asstt. Gr. I* 100% -

Rs. 4000-6000

Security Asstt. Gr. II 40% 60%

Rs. 3050-4590 for 'D' category

(Promotion to be considered from within the Cadre)

Workshop/Mechanics

Foreman Gr I - 100%

Rs. 6500-10500

Foreman Gr. II 100% -

Rs. 5500-9000

Workshop Asstt./Technician/Mechanic 50% 50%

Rs. 4500-7000

Mechanics, Technicians	100%	-
Glass Blowers		
Rs. 4000-6000		
Jr. Workshop Asstt.	40%	60%
Rs. 3200-4900	for 'D' category	
(Promotion to be considered from within Department/Institution/Of fice only .		

Engineering Services

Engineer Gr I	-	100%
Rs. 6500-10500		
Draftsmen/Engineer Gr .III	100%	-
Rs. 5500-9000		
Junior Engineer		
Rs. 5000-8000	-	100%
Draftsmen	-	100%
Rs. 4500-7000		
Draftsman/A.C. Operator/ Mechanic/Head Electrician/ Head Plumber/Head Mason/ Head Carpenter/Head Painter/ Pump Operator/ Head Blacksmith/Welder .	100%	-
Rs. 4000-6000		
Electrician/Wireman/ Meter Reader/Pump Operator/Plumber/Mason/Welder/ Black Smith/ Work Asstt./Tracer	40%	60%
Rs. 3200-4900		
Carpenter		
Rs. 3050-4590	40%	60%

(for 'D' category)

(Promotion to be considered within the cadre Deptt./Institution/Office only)

Agriculture/Veterinary Services

Livestock Farm Manager	-	100%
Dairy Superintendent		
Farm Superintendent		
Rs. 6500-10500		
Deputy Livestock Farm Manager/Asstt.	100%	-
Dairy Superintendent/ Deputy Farm Superintendent		
Rs. 5500-9000		
Asstt. Livestock/ Farm Manager/ Asstt. Dairy/ Farm Superintendent	50%	50%
Rs. 4500-7000		
Senior Dairy Asstt./ Sr. Supervisor (Agriculture Farm) / Senior Dairy Supervisor	100%	-
Veterinary Compounder* Rs. 4000-6000		
Dairy Assistant/ Supervisor (Agriculture Farm)	40%	60%
Dairy Supervisor Rs. 3200-4900		

(Promotion to be considered from within the Cadre)

Horticulture/Gardens

Horticulturist/ Supt. Horticulture/ Supt. Gardens	-	100%
Rs. 6500-10500		

* Ref. D.No.626/CR/2001 dated 7-8-2001

Asstt. Horticulturist/ Superintendent/Senior Gardens Overseer Rs. 5500-9000	100%	-
Horticulture Inspector/ Horticulture Overseer/ Garden Overseer/ Herbarium Asstt. Rs. 4500-7000	50%	50%
Horticulture Supervisor Rs. 3200-4900	40%	60%
for 'D' category (Promotion to be considered from within the Cadre)		

Drivers/Despatch Riders

Senior Driver Rs. 4000-6000	100%	-
Driver Rs. 3050-4590	-	100%
(Promotion to be considered from within the Cadre)		

Conservancy Sanitation

Sanitary Inspector Rs. 4500-7000	100%	-
Sanitary Assistant Rs. 4000-6000	40%	60%
for 'D' category (Promotion to be considered from within the Cadre)		

Research/Statistics

All posts should be filled by direct recruitment.

Computer Centre

Programmer Gr I Technical Officer (Computer Operation)/ System Analyst Gr I Rs. 6050-10500	-	100%
--	---	------

Sr. Computer or Console Operator/ Programmer Gr .II System Analyst Gr .II	100%	-
Jr. Computer or Console Operator/Technical Personal Assistant Computer Gr I Rs. 4500-7000	50%	50%
Key Punch Operator Input/Output Asstt. Gr I Tehnnical Personal Assistant (Computer) Gr .II Rs. 4000-6000	100%	-
Key Punch Operator Gr .II Input/Output Asstt. Gr .II Rs. 3200-4900	40% for 'D' category	60%

(Promotion to be considered from within Deptt./Institution/Office only).

Scientific Instrumentation Centre

Foreman Gr .I/Jr . Scientific Of ficer/Jr . Technical Of ficer Rs. 6500-10500	-	100%
Sr .Tech. Assistant Technician Gr . IV Rs. 5500-9000	100%	-
Tech. Asstt./Technician Gr .V Rs. 4500-7000	50%	50%
Technicans Gr VI Rs. 4000-6000	100%	-
Technician Gr .VIII Rs. 3200-4900	40% for 'D' category'	60%

(Promotion to be considered from within Deptt./Institution /Office only)

Medical Services:

1. Technical :

The posts will be filled by direct recruitment till further orders.

2. Nursing Staff	-	-
Deputy Nursing Superintendent (Dy. Matron)		100%
Rs. 6500-10500		
Asstt. Nursing Supdt. /Nursing Officer (Asstt. Matron)	50%	50%
Rs. 6500-10500		
Ward Sister/Master	100%	-
Rs. 5500-9000		
Staff Nurse	-	100%
Rs. 4500-7000		
Auxilliary Nurse	40%	60%
Midwife/Auxilliary Nursing Assistant	for 'D' category	
Rs. 4000-6000		

(Nursing staff will include MCH, University Health Service & A. K. Tibbiya College, Hospital) (Promotion to be made from within the Cadre)

Library Cadre

Professional Assistant	75%	25%
Rs. 5500-900		
Semi-Professional	40%	60%
Rs. 4500-7000	for 'D' category	

(Promotion to be made from within the Cadre)

EXPLANATION :

1. Whereever it has been mentioned that promotion is to be considered/made from within the cadre it implies that while filling a particular post, situated in a particular Department/Institution/Office, by promotion, all employees working in the next lower post of the cadre concerned, irrespective of the Department/Institution/office, of posting, shall be eligible for consideration on the basis of suitability with due regard being given to seniority.
2. Whereever it has been mentioned that promotion is to be considered/made from within the Department/Institution/Office, it implies that while filling a particular post, situated in a particular Department/Institution/Office, by promotion only such employees as are working on the next lower post of the concerned cadre, in that particular Department/Institution/Office only shall be eligible for consideration, on the basis of suitability with due regard being given to seniority. This has been recommended for those cadres where there is little or no inter departmental mobility.

*5. Minnum number of years of experience for consideration for promotion to the next stage.

No person should be considered for appointment by promotion from a lower to a higher post unless he has been confirmed or its working on probation and has served for at least 5 years continuously in the immediately next lower post of the concerned cadre.

Provided tht this condition shall not be applicable to promotion of 'D' category 'C' employees at the entry point in category 'C' .

Provided further that the period of temporary service in the same grade from the date of continuous appointment leading to placement on probation/

* Ref. E.C. Res. No.4 dated 22.4.91

confirmation on the recommendation of General Selection Committee shall be taken into account while determining the eligibility as above.

The above rule shall be subject to the condition that the seniority rules shall remain unaffected.

6 Relaxation of qualification while considering promotion

Relaxation in approved qualifications may be given while considering such persons for promotion who have worked for atleast 8 years in a probationary or permanent capacity, in the immediately next lower scale in the concerned cadre. Relaxation in approved qualifications should be given only for laid down academic qualifications and upto the extent of next lower degree/ certificate.

It is reiterated that relaxation of qualifications shall not be given while making appointments at the Entry point of a Cadre. There shall be no relaxation of qualifications relating to technical expertise while making appointments either by promotion or by open recruitment.

7 Relaxation of qualifications while making appointment by open recruitment

There shall ordinarily be no relaxation of prescribed qualifications in the case of open recruitment.

8 Procedure of making appointments through open recruitment and through promotion

Appointments to permanent posts by open recruitment shall continue to be made on the recommendation of duly constituted General Selection Committees and no change need be made in the existing procedure for making such appointments. Appointments by promotion shall, however, be made on the recommendation of a Departmental Promotion Committee, as distinct from General Selection Committee, and a mention shall be made in the appointment order itself that the appointment has been made by promotion on the recommendation of the Departmental Promotion Committee. The form to be used for making recommendation by the Departmental Promotion Committee shall be different from the form to be

used by General Selection Committee during open recruitment. The composition of Departmental Promotion Committee for a particular post shall, however, be the same as the composition of General Selection Committee for the post.

Rules *relating to "Procedure for Departmental Promotion of 'B', 'C' & 'D' Categories of Non-Teaching Staff" are as under :

(i) Departmental Promotion Committee :

Appointment to any post in B or C category of Non-Teaching staff of the University by promotion shall be made on the recommendation of a Departmental Promotion Committee. The composition of the Departmental Promotion Committee for various levels of posts in various cadres shall be the same as the composition laid down for the General Selection Committee for such posts/Cadres.

(ii) Proposal for advertising the post for open recruitment or for holding Departmental Promotion Committee

With effect from 1.10.88 for any permanent/temporary but likely to become permanent/temporary vacancy for a period longer than one year in category 'B' or 'C', arising in any Department/Office the Chairman of the Department/Head of the Office shall send a proposal for advertising the vacancy for open recruitment, or for holding Departmental Promotion Committee, as the case may be, on the prescribed form given at Annexure I. Thus the earlier prescribed form for sending such proposal to the Selection Committee Section stands abolished for such categories of posts with effect from 1.10.1988.

(iii) Examination of the Proposal by the Registrar 's Office

a) on receipt of a proposal for advertisement of vacancy for open recruitment, or for holding Departmental promotion Committee, as the case may be, the Selection Committee Section of the Registrar Office shall examine the proposal in the light of the Promotion Policy Rules as notified vide Office memo No. 6826/CR/88 dated 1.9.1988, and shall put up report to the competent authority

* Ref. O.M. No.6855/CR/88 dated 30.9.88

indicating whether the vacancy in question is to be filled up by open recruitment on the basis of general advertisement, or by promotion on the recommendation of Departmental Promotion Committee.

- b) In case the competent authority decides that the post in question is to be filled by open recruitment, then the Selection Committee Section shall take necessary steps for general advertisement of the vacancy and for convening General Selection Committee.
- c) In case it is decided by the competent authority that the post in question is to be filled by promotion on the recommendation of Departmental Promotion Committee, then the Selection Committee Section shall not generally advertise the post, but shall take necessary steps for inviting applications of eligible candidates working on the next upper post in the concerned cadre, or concerned Department/Office as the case may be, by issuing a notification to this effect on the prescribed form as given at Annexure II. The application for promotion shall be submitted by concerned candidate(s) on the prescribed form given at Annexure III.

(iv) Pressing of applications received from the candidates

- a) Applications received by the Selection Committee Section from candidates working on the next lower posts in the concerned cadre, or concerned Department/Office, as the case may be, in response to the notification issued by the Selection Committee Section, shall be examined by the Selection Committee Section in the light of "Rules governing Promotion Policy" as notified vide Office Memo No. 6826/CR/88 dated 1.9.1988. The Selection Committee Section shall first of all examine the eligibility of the applicants for the post applied for in light of the approved qualifications for such post, and in light of the provision relating to relaxation of qualifications as given in the aforementioned Office memo dated 1.9.88, and shall identify such candidates out of the total number of applicants as are eligible for consideration for promotion.

- b) The Selection Committee Section shall, thereafter, arrange the eligible candidates in order of seniority and shall prepare a panel of such eligible candidates consisting of a maximum of 5 times the number of available vacancies to be filled by promotion. The remaining candidates shall not ordinarily be considered for promotion to the vacant posts, until and unless the Departmental Promotion Committee verifies that sufficient number of candidates suitable for promotion have not been found from amongst the candidates placed on panel.
- (v) Principles to be used while considering appointment by promotion
- a) Appointment to a post by promotion is to be made on the recommendation of Departmental Promotion Committee. The Committee shall make such recommendation on the basis of suitability of the candidates for such promotion, while paying due regard to seniority of the candidates concerned.
 - b) The suitability of a particular candidate for promotion shall be judged on the basis of the following criteria by the Departmental Promotion Committee :
 - i) Annual Confidential Remarks for past 3 years (wherever available);
 - ii) Interview
 - iii) W ritten and/or Practical test (only in case of promotion from 'D' to 'C' category).
 - c) It shall be the duty of the Selection Committee Section to send the file regarding the departmental promotion to the Chairman of the concerned Departmental Promotion Committee for decision regarding holding of a written/ practical test in such cases where promotion is being considered from 'D' to 'C' category. Ordinarily a written/practical test should be held in all such cases. Only in such situation where holding such a test is practically not possible, or cannot be presumed to have any bearing on the issue of suitability

of candidates for promotion, such a test may not be held. If it is decided by the Chairman of the Departmental Promotion Committee to hold a written/practical test then a maximum of 50 marks will be assigned to such test. The test shall be designed and held under the supervision of the Chairman of the concerned Departmental Promotion Committee or under the supervision of a person appointed for the purpose by the Chairman of the Departmental Promotion Committee. If the Chairman of the Departmental Promotion Committee happens to be different from the Chairman of the Department/Head of Office concerned, then the decision regarding the design of the written/practical test and the decision regarding appointment of a supervisor of such test shall be taken by the Chairman of the Departmental Promotion Committee in consultation with the Chairman of the Department/Head of Office concerned.

- d) The maximum marks assigned for the interview shall be 50. The Departmental Promotion Committee while interviewing candidates for promotion shall also take into account the Annual Confidential Remarks for the past 3 years (wherever available) and shall award marks for interview thereafter .
- e) It shall be the discretion of the Departmental Promotion Committee to lay down certain minimum marks to be obtained in the written/practical test for the purpose of determining suitability of candidates for promotion from 'D' to 'C' category .Thus for instance if it has been laid down by the Departmental Promotion Committee that such candidates as have obtained less than 40% marks in the typing test are not suitable for promotion to the post of IDC from 'D' category posts, irrespective of the marks obtained by them in the interview, such candidates will not be considered for such promotion.
- f) The marks obtained in the interview, and the marks obtained in the written/practical test (in cases where such test is held) will

thereafter, be added by the Departmental Promotion Committee for all candidates. The Committee shall, at its discretion, lay down a minimum for such aggregate marks to determine the suitability of candidates for promotion. All candidates securing higher aggregate marks than the laid down minimum shall be considered suitable for promotion. Once a set of candidates is identified as suitable for promotion on the above basis, then the only criteria for recommending them for appointment to the higher post by promotion shall be the criteria of seniority. Thus the required number of candidates from amongst the candidates found suitable for promotion shall be recommended for appointment to the higher post by promotion in order of their interse seniority by the Departmental Promotion Committee.

- g) The interse seniority of persons appointed by promotion in a particular batch shall remain the same as the interse seniority of those persons in the lower posts.
 - h) The Departmental Promotion Committee shall make its recommendations for appointment by promotion on the prescribed form given at Annexure IV.
- (vi) Rules for transfer of unfilled posts from promotion quota to open recruitment
- a) As mentioned earlier promotion quota posts are to be filled on the recommendation of a Departmental Promotion Committee from amongst candidates belonging to a panel prepared by the Selection Committee Section out of the eligible candidates. It has also been mentioned earlier that the maximum number of candidates on the panel should be 5 times the number of vacancies available to be filled by promotion.
 - b) In case the Departmental Promotion Committee does not find the required number of persons suitable for promotion from amongst the candidates placed on panel by the Selection Committee Section, then the Selection Committee Section should prepare a second panel

of all remaining eligible applicants, and a meeting of the Departmental Promotion Committee should be convened again to consider the candidates from the second panel for promotion to the available vacancies.

- d) If the number of candidates found suitable and recommended for promotion to the higher posts from the first and second panel, is less than the number of vacancies available to be filled by promotion then the Departmental Promotion Committee will recommend that the remaining unfilled vacancies be transferred from promotion quota to open recruitment, and the Selection Committee Section shall accordingly generally advertise such unfilled vacancies so that the same may be filled by open recruitment on the recommendation of a General Selection Committee.
- d) In this manner posts may be transferred from promotion quota to open recruitment on the recommendation of the Departmental Promotion Committee only after the Departmental Promotion Committee has considered the candidature of all eligible candidates who have applied for promotion, but has not found sufficient number of such eligible applicants suitable for promotion.
- e) Unfilled promotion quota posts shall not be carried forward for any period of time, and shall be advertised generally to be filled by open recruitment as soon as such recommendation is made by the Departmental Promotion Committee.

(vii) Issue of appointment orders

- a) The recommendation of the Departmental Promotion Committee shall be sent on the prescribed form by the Chairman of the Committee to the Registrar who shall obtain approval of the competent authority thereon, and shall thereafter issue appointment orders :
- b) The appointment orders in the case of appointment by promotion shall specify that such appointments are being made by promotion

on the recommendation of the Departmental Promotion Committee to distinguish such appointments from appointments made by open recruitment on the basis of the recommendation of a general Selection Committee. The appointment order shall also specify that the interse seniority of persons so appointed by promotion shall be the same as the interse seniority of such persons in the next lower posts.

(viii) Adhoc appointment

Adhoc temporary appointments of eligible persons for temporary vacancies for period of one year or less shall continue to be made by the competent authority on the recommendation of Chairman of Department/ Head of Office. In permanent/temporary but likely to become permanent/ long term temporary vacancies also such adhoc temporary appointment shall be considered by the competent authority provided that the Chairman of Department/Head of Office concerned has sent the proposal for regular appointment on Annexure-I to the Registrar Office and the adhoc appointment is considered necessary in the interest of work of the department/office. Such adhoc appointment shall however continue only till regular appointment is made, or for one year, whichever is earlier.

(ix) Transfer of posts from promotion quota to open recruitment

If and when it is found that sufficient number of eligible persons are not available for filling up the posts reserved under promotion quota, such unfilled posts shall be transferred to open recruitment quota with the approval of the Vice-Chancellor and there shall be no provision carrying forward such unfilled promotion quota posts, Office Order regarding the procedure for such transfer of unfilled posts from promotion quota to open recruitment shall be issued separately.

(x) Reservation for Blind and Physically handicapped persons, Women & ST/SC*

The Executive Council of the University has reserved the following quota for appointment as Blind and Physically handicapped persons to the posts

* Ref. O.M. No.6973/CR/88 dated 29.11.1988.

of LDCS:

1	Blind	1 %
2	Deaf	1 %
3	Physically handicapped	1 %
4	SC/ST	5 %
5	W omen	5 %

The detailed procedure for implementation of the above shall be as under:

(a) The Registrar shall take immediate steps to Generally advertise 13 posts of Lower Division Clerks for direct recruitment to be reserved for specific categories as follows:

1	Blind	1 post
2	Deaf	1 post
3	Physically handicapped	1 post
4	Schedled Caste/Scheduled Tribes	5 post
5	W omen	5 post

(b) General Selection Committees for these reserved posts will be held separately. Eligible candidates will be required to undergo written/typing test, and shall be called for interview before the General Selection Committee on the basis of such tests.

(c) A panel of 13 candidates in accordance with the number of posts reserved for each category shall be prepared by the General Selection Committee.

(d) Appointment to the next 13 vacancies of Lower Division Clerks that arise after the preparation of such panel shall be made from the panel.

(e) The Registrar shall ensure that after 13 candidates from the panel have been appointed then the next 87 appointments to the post of Lower Division Clerks are made in accordance with the approved promotion policy of the University.

- (f) The cycle of appointment of another 13 candidates in accordance with above reservation shall begin after 100 appointments of Lower Division Clerks have been made as outlined above.
- 4 The categories of Blind, Deaf and Physically handicapped as referred to in para 2 are defined as under:

THE BLIND :

The Blind are those who suffer either of the following conditions:

- (a) Total absence of sight;
- (b) Visual acuity not exceeding 6/60 or 20/200 in the better eye with correcting lenses;
- (c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

THE DEAF :

The Deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss for than 90 decibels in the better ear (Profound impairment) or total loss of hearing in both ears.

PHYSICALLY HANDICAPPED :

The Physically handicapped are those who have a physical defect or deformity which causes an interference with normal functioning of the bones, muscles and joints.

ANNEXURE - I

Proposal for General Advertisement/Convening Departmental
Promotion Committee for B and C Category Non-Teaching Posts.

(A separate form may be used for each type of post)

- 1 (a) Faculty (b) Department.....
- (c) Designation of vacant post.....
- (d) Number of vacant post (s).....
- (e) Nature of vacancies.
- (i) Permanent/Temporary but likely to become permanent No.....
- (ii) Temporary (for more than one year) No.....
- 2 Permanent/Temporary but likely to become permanent posts vacated by which persons:-

S.No	Name of earlier incumbent	Vacated by retirement/resignation /promotion/any other cause
1		
2		
3		
4		
5		

3 Scale of pay of the post (s) : Rs.....

4 Qualifications to be specified:

- (a) Essential:
- (b) Desirable:

5 Details of last three appointments made on posts having same designation in the Department :

S No.	Name of person appointed	Date of appointment	Whether appointed through open recruitment, or by Departmental Promotion
1			
2			
3			

6 Number of vacancies (out) of vacancies specified in column 1 (e) to be filled by open recruitment on the basis of general advertisement, and to be filled by Departmental Promotion, in accordance with approved promotion policy of University.

Nature of vacancies	No, to be filled by open recruitment	No, to be filled by Departmental Promotion
Permanesnt/Temporary but likey to become permanent		
Temporary (for more than one year)		

Date

Signature of the Chairman of
Deptt./Head of Office

REPORT OF SELECTION COMMITTEE SECTION

On the basis of examination of the proposal in light of promotion policy of University it is recommended that the vacancies to be filled by departmental promotion/open recruitment should be as follows:

Nature of vacancies	No, of vacancies to by filled by open recruitment	No. of vacancies to be filled by departmental promotion
---------------------	---	---

Permanesnt/Temporary
but likey to become
permanent

Temporary
(for more than
one year)

Section Officer

Assistant Registrar

Deputy Registrar

ANNEXURE II

Office of the Registrar
Selection Committee Section
Aligarh Muslim University,
Aligarh.

Date.....

NOTIFICATION

Applications are invited on the prescribed proforma for filling the
post of
.....in the Department of.....
.....through Departmental Promotion.

The following are the approved qualifications for the post:

The prescribed proforma of application may be obtained from the
office of the Deputy Registrar, Selection Committees on any working day
during Office hours.

The last date of receipt of applications on prescribed proforma
is..... The applications received after the last date will
not be entertained.

Registrar

- 1
- 2
- 3
- 4

ALIGARH MUSLIM UNIVERSITY, ALIGARH

PROFORMA OF BIO-DATA FOR CONSIDERATION BY THE
DEPARTMENTAL PROMOTION COMMITTEE

- 1 Name in full :
(In Block Letters)
- 2 Designation :
- 3 Working continuously on above
post with effect from which date:
- 4 Date of Birth :
- 5 Present basic Pay :
- 6 Date of joining service in the
University :
- 7 Date of confirmation to the
present post :
- 8 Academic Qualification :

S.No.	Examination passed	Year of passing	University/ Board	Division and %age of marks
1				
2				
3				
4				
5				

9 Appointments so far held :

S.No.	Name of Instt./ Deptt./Office	Position held	From	To	Temporary/Probation/ Permanent
1					
2					
3					
4					
5					

I certify that the information given above is correct and factual to the best of my knowledge.

SIGNATURE.....

NAME.....

Date.....

DEPARTMENT.....

Forwarding remarks of the Head of the Department concerned.

Date.....

(Signature of the Head of the
Department/Office)

ANNEXURE - IV

REPORT OF DEPARTMENTAL PROMOTION COMMITTEE

PART-1

(To be filled by Registrar 's Of fice)

- 1 Name of Department/Office
- 2 Designation of Post
- 3 Pay scale of Post
- 4 Number and nature of vacancies to
be filled by departmental promotion
Nature of vacancies Number
Permanent/Temporary but likely
to become permanent
Temporary (for more than one year)
- 5 Panel of eligible candidates in order of seniority to be
considered by Departmental Promotion Committee.

S.No.

Name of Candidate

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10.
-

Deputy/Asst. Registrar
Selection Committees

PA RT-2

(To be filled by Departmental Promotion Committee)

- 1 Date of meeting
- 2 Place of meeting
- 3 Names of members of Committee present in the meeting:
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
- 4 Names of candidates considered for departmental promotion.

S.No.	Name Candidates
-------	-----------------

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

5 Name of candidates in order of seniority found suitable for promotion to fill the available vacancies as given in report of Registrar 's Of fice.

S.No.	Name of Candidate	Whether appointment is recommended against permanent likely to become permanent vacancy or temporary vacancy.
1		
2		
3		
4		
5		

6. In case of appointments recommended on permanent/temporary but likely to become permanent vacancies in (5) above the specific recommendations, if any of the committee regarding waiver of probation, or grant of advance increments:

S No.	Name of Candidate	Recommendation, if any, regarding waiver of probation or grant of advance increments
1		
2		
3		
4		
5		

7. Since the number of candidates recommended for the appointment by departmental promotion as given in (5) above is less than the number of available vacancies to be filled by departmental promotion, the Committee recommends that a second panel of eligible candidates be prepared and put up for consideration of the Committee in accordance with approved promotion policy of the University.

(Please strike out if not applicable)

8. Since the following vacancies will remain unfilled despite consideration of all eligible candidates for departmental promotion the Committee recommends that these vacancies be transferred to open recruitment to be filled by general advertisement:

Nature of vacancies	Number of vacancies recommended for transfer to open recruitment
Permanent/temporary but likely to become permanent Temporary (for more than one year)	

(Please strike out if not applicable)

Signatures of members of Department Promotion Committee:

- 1
- 2
- 3
- 4
- 5
- 6

PART - II

COMPOSITION OF SELECTION COMMITTEES FOR Various Categories of Non-Teaching Posts

A: CATEGORY 'A' STAFF

1 STATUTORY OFFICERS

(i) In the scale of Rs. 16400-22400 viz.

Registrar

Controller of Examinations.

Finance Officer

Selection Committee:

- 1 Vice-Chancellor
- 2 Pro-Vice-Chancellor
- 3 A nominee of the Visitor
4. & 5. Two Members of the Exexutive Council nominated by it.
- 6 One person not connected with University nominated by the Executive Council

(ii) Librarian in the scale of Rs. 16400-22400

Selection Committee:

- 1 Vice-Chancellor
- 2 Pro-Vice-Chancellor
- 3 A nominee of the Visitor
- 4.& 5. Two persons not in the service of the University, who have special knowledge of the subject of Library Science Library Administration to be nominated by the Executive Council.
- 6 One person not in the service of the University nominated by the Executive Council.

* Ref. Statute 27 of the Statutes of the University, A.M.U. (Amendment) Act, 1981

II ADMINISITRATIVE POSTS*

(i) In the scale of Rs. 12000-18300. viz.

Deputy Registrar

Deputy Finance Officer

Deputy Controller of Examinations

Development Officer

Internal Audit Officer

Manager, AMU Press

Publications-cum-Sales Officer (Publications Division)

Selection Committee:

1 Vice-Chancellor

2 Pro-Vice-Chancellor

3 Registrar

4 Finance Officer

5 Controller of Examinations

6 Member-in-charge Concerned, if any **

7. & 8 Two EC Nominees

(ii) In the scale of Rs. 8000-13500

Assistant Registrar

Assistant Finance Officer

Assistant Controller of Examinations

Administrative Assistant

Public Relations Officer

Purchase Officer

Supdt. (Publications)

Selections Committee:

1 Vice-Chancellor

2 Pro-Vice-Chancellor

3 Registrar

4 Finance Officer

5 Controller of Examinations***

6 Member-in-charge cocerned (if any)

7. One E.C. Nominee

* O.M. No.CR/4-3/87 dated 12.5.1987

** O.M. No.7224/CR/189 dated 15.4.1989

*** O.M. No.CR/4-12/88 dated 14.3.1988

III. ENGINEERING SUPPORT SERVICES

(i) In the scale of Rs. 12000-18300 viz.

University, Engineer

Selection Committee:

- 1 Vice-Chancellor
- 2 Pro-Vice-Chancellor
- 3 Registrar
- 4 Member-in-charge
5. & 6. Two E.C. Nominees

(ii) In the scale of Rs.8000-13500 viz

Assistant Engineer (Civil)

Assistant Engineer (Elect)

Selection Committee:

- 1 Vice-Chancellor
- 2 Pro-Vice-Chancellor
- 3 Member-in-charge concerned
- 4 University Engineer concerned
- 5 One E.C. Nominee

IV. MEDICAL/HEALTH SUPPORT SERVICES

(i) In the scale of Rs.12000-18300 viz.

Medical Superintendent

The Selection Committee for the post has been constituted alongwith the posts under the category of Non-vacation Academic Staff.

(ii) In the scale of Rs. 8,000-13,500, viz.

Statistician (MCH)

Medical Officer

Casualty Medical Officer

Lady Medical Officer

University Health Officer

Nursing Superintendent

Anaesthesiologist

Resident Blood Transfusion Officer

Selection Committee:

- 1 Vice-Chancellor
- 2 Pro-Vice-Chancellor
- 3 Chief Medical Superintendent (MCH)
- 4 Medical Superintendent

O R

Chief Medical Officer (UHS)
for the posts in University Health Service

OR

Chairman, Department of Community Medicine
in the case of recruitment of University Health
Officer

- 5 One E.C. Nominee

Clinical Registrar, University Health Service*

(iii) In the scale of Rs. 8,000-13,500

Selection Committee:

- 1 Dean, Faculty of Medicine
- 2 Principal, JN. Medical College
- 3 Director (Health)
- 4 Chairman of the Department of the speciality
concerned.
- 5 One nominee of the Vice-Chancellor.

Senior Resident, University Health Service**

(iv) In the scale of Rs. 8,000-13,500

Selection Committee:

- 1 Dean, Faculty of Medicine
- 2 Principal, JN. Medical College
- 3 Director (Health)
- 4 C.M.O. University Health Service
- 5 Chairman of the Department of the speciality
concerned.
- 6 One nominee of the Vice-Chancellor.

* O.M. No.1907/CR/98 dated 22.9.1998

** O.M. No.2020/CR/99 dated 31.5.1999

V. NON-VACATION ACADEMIC STAFF**

(i) In the scale of Rs. 12000-18300

- A. Training and Placement Officer (Engg. College)
Medical Superintendent (Medical College Hospital)
Workshop Superintendent (Engg. College)
Senior Scientific Officer, Deptt. of Physics
System Analyst, Computer Centre
Assistant Director, Career Planning Centre

Selection Committee:

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Dean, Faculty Concerned, if any
4. Principal of the College, if any
5. Chairman of the Department/Director of the Centre (as the case may be)
6. One Professor of the University to be nominated by the Vice-Chancellor
- 7 & 8. Two persons not connected with the University having specialised knowledge of the subject/field to be nominated by E.C.

B. Deputy Librarian and Archivist

Selection Committee :

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. University Librarian
4. One Professor of the University to be nominated by the Vice-Chancellor.
- 5 & 6. Two persons, not connected with the University having specialised knowledge of the subject/field to be nominated by E.C.

(ii) In the scale of Rs.8000-13,500

A: Electronics Engineer, Deptt. of Physics

Mechanical Engineer , Deptt. of Physics
Scientific Officer , Dept. of Physics
Research Officer , Deptt. of Physics
Workshop Superintendent (University Polytechnic)
Project Officer (Continuing & Adult Education)
Counsellor Career Planning Centre Programmer

Selection Committee:

1. Vice-Chancellor
 2. Pro-Vice-Chancellor
 3. Dean, Faculty concerned, if any
 4. Chairman, Dept. concerned/Director of the Centre concerned/Member-in-Charge, CCAE/Principal, University Polytechnic/Head of the Office concerned (as the case may be)
 5. One Professor of the University to be nominated by the Vice-Chancellor
 6. One person, having specialised knowledge of the subject concerned/field not connected with the University to be nominated by the E.C.
- B: Assistant Librarian
Archivist
Assistants Archivist
Epigraphist
Documentation Officer

Selection Committee

1. Vice-Chancellor
 2. Pro-Vice-Chancellor
 3. Librarian
 4. Chairman, Deptt. concerned/diretor of the Centre concerned/Principial of the College concerned
 5. One Person not connected with the university having special knowledge of the subject/field concerned to be nominated by the E.C.
- C: Physical Director/Directoress Instructor Games

Selection Committee:

- 1 Vice-Chancellor
- 2 Pro-Vice-Chancellor
- 3 Secretary, Games Committee
- 4 Principal of the Institution concerned, if any
- 5 One Professor of the University to be appointed by the Vice-Chancellor
- 6 One Person not connected with the University having specialised knowledge of the subject concerned/field to be appointed by the E.C.

D: Assistant Director, Resource Centre*

- 1 Vice-Chancellor
- 2 Pro-Vice-Chancellor
- 3 Registrar
- 4 Director, Competitive Examinations Coaching and Guidance Centre
- 5 One nominee of the E.C.

* O.M. No.8218/CR/91 dated 29.7.1991

B: CATEGORIES 'B' AND 'C' STAFF

I *MINISTERIAL SERVICES

(i) Category B-1 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)

(2) Registrar

(3) Finance Officer

(4) Controller of Examinations

(5) Vice-Chancellor's Nominee

(ii) Categories C-2 (Rs. 5000-8000)

C-5 (Rs. 4000-6000)

C-7 (Rs. 3050-4590)

(1) Registrar (Chairman)

(2) Finance Officer

(3) Controller of Examinations

(4) Vice-Chancellor's Nominee

II SECRETARIAL SERVICES

(i) Categories B-1 (Rs. 6500-10500)

B-2 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)

(2) Registrar

(3) Finance Officer

(4) Controller of Examinations

(5) Vice-Chancellor's nominee

(ii) Categories C-2 (Rs. 5000-8000)

C-5 (Rs. 4000-6000)

(1) Registrar (Chairman)

(2) Finance Officer

(3) Controller of Examinations

(4) Vice-Chancellor's nominee

III LABORATORY SERVICES:

(i) for Category B-1 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)

- (2) Dean, Faculty concerned
- (3) Chairman, Department concerned

OR

Principal concerned

OR

Head of the Section concerned

- (4) Registrar
- (5) Vice-Chancellor 's nominee

- (ii) For Category C-1 (Rs. 5500-9000)
- C-3 (Rs. 4500-7000)
- C-4 (Rs. 4000-6000)
- C-6 (Rs. 3200-4900)

- (1) Dean, Faculty concerned (Chairman)
- (2) Principal concerned
- (3) Chairman, Department concerned

OR

Head of the Section concerned

- (4) Registrar
- (5) Vice-Chancellor 's Nominee

IV. SECURITY SERVICES

- (i) For Category B-I (Rs. 6500-10500)

- (1) Pro-Vice-Chancellor (Chairman)
- (2) Registrar
- (3) Proctor
- (4) Vice-Chancellor 's Nominee

- (ii) For Categories C-I (Rs. 5500-9000)
- C-3 (Rs. 4500-7000)
- C-5 (Rs. 4000-6000)
- C-7 (Rs. 3050-4590)

- (1) Proctor (Chairman)
- (2) Registrar
- (3) & (4) Vice-Chancellor 's Nominees Two

V. WORKSHOP/MECHANIC SERVICE

(i) For Category B-1 (Rs. 6500-10500)

- (1) Pro-Vice-Chancellor (Chairman)
- (2) Chairman, Department of Mechanical Engg.
- (3) Registrar
- (4) Superintendent, Engg. College Workshop

OR

Principal, University Polytechnic

OR

Principal, Women's polytechnic

OR

Superintendent J.N. Medical College Hospital

OR

Chairman, Department concerned

OR

Head of the Section concerned

OR

Head of the Office concerned

- (5) Vice-Chancellor's Nominee

(ii) For Categories C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)

C-4 (Rs. 4000-6000)

C-6 (Rs. 3200-4900)

- (1) Dean, Faculty concerned (Chairman)
- (2) Principal of the College/Institution concerned
- (3) Chairman, Deptt. of Mechanical Engg.
- (4) Superintendent, Medical College Hospital

OR

Superintendent, University Workshop

OR

Chairman, Department concerned

OR

Head of the Section concerned

OR

Head of the Office concerned

(5) Registrar

(6) Vice-Chancellor's Nominee

VI. ENGINEERING STAFF

(i) For Category B-1 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)

(2) Registrar

(3) Member-in-charge of the Organisation where the appointment is proposed to be made, if any

(4) Head of the Office/Section concerned.

(5) Vice-Chancellor's Nominee.

(ii) For Categories C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)

C-4 (Rs. 4000-6000)

C-6 (Rs. 3200-4900)

(1) Member-in-charge concerned (Chairman)

(2) Head of the Office/Section concerned.

(3) Registrar

(4) Vice-Chancellor's Nominee.

VII. DRAFTSMAN (CIVIL) University Polytechnic

(i) For Category C-3 (Rs. 4500-7000)

(1) Dean, Faculty of Engg. & Tech. -- (Chairman)

(2) Registrar

(3) Principal, University Polytechnic

(4) Vice-Chancellor's nominee

VIII. HEAD ELECTRICIAN*University Polytechnic

C-4 (Rs. 4000-6000)

(1) Principal, University Polytechnic

(2) Registrar

(3) Vice-Chancellor's nominees (two in Nos.)

IX. MUSEUM/ARCHIVES

(i) For Category B-1 (Rs. 6500-10500)

- (1) Pro-Vice-Chancellor (Chairman)
- (2) Registrar
- (3) University Librarian

OR

Chairman, Department of Museology
(As the case may be)

- (4) Chairman of the Department

OR

Head of the Section

OR

Head of the Office/Organisation where the appointment
is proposed to be made.

- (5) Vice-Chancellor's Nominee

* (ii) For Categories C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)

C-5 (Rs. 4000-6000)

C-6 (Rs. 3200-4900)

- (1) Dean, Faculty concerned (Chairman)
- (2) Registrar
- (3) Chairman of the Department concerned

OR

Head of the Office/Organisation concerned

- (4) Vice-Chancellor's Nominee

X. AGRICULTURE/VETERINARY SERVICES

(i) For Category B-1 (Rs. 6500-10500)

- (1) Pro-Vice-Chancellor (Chairman)
- (2) Registrar
- (3) Dean, Faculty of Life Sciences
- (4) Chairman of the Department concerned

OR

Head of the Office concerned

(5) Vice-Chancellor 's Nominee

(ii) For Categories C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Registrar (Chairman)

(2) Chairman of the Department concerned

OR

Head of the Section concerned

(3) & (4) Vice-Chancellor 's Nominees - Two

XI. HORTICULTURE SERVICES

(i) For Category B-1 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)

(2) Registrar

(3) Member-in-charge, Land & Gardens

(4) Vice-Chancellor 's Nominee

(ii) For Categories C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

(1) Member-in-Charge, Land & Gardens (Chairman)

(2) Horticulturist

(3) Registrar

(4) Vice-Chancellor 's Nominee

XII. DRIVERS/DESPATCH RIDERS:

(i) For Categories C-5 (Rs. 4000-6000)
C-7 (Rs. 3050-4590)

(1) Registrar (Chairman)

(2) Member-in-Charge, Central Automobile Workshop

(3) Chairman of the Department concerned

OR

Head of the Office concerned

(4) Vice-Chancellor's Nominee

XIII. CONSERVANCY SERVICES

(i) For Categories C-3 (Rs. 4500-7000)

C-5 (Rs. 4000-6000)

(1) Registrar (Chairman)

(2) University Health Officer

(3) & (4) Vice-Chancellor's Nominee - Two

XIV. RESEARCH / STATISTICS

*Junior Research Officers

(i) For Category B-1 (Rs. 6500-10500)

(1) Pro-Vice-Chancellor (Chairman)

(2) Dean of the Faculty concerned

(3) Principal of the College concerned if any

(4) Chairman of the Department concerned/Director of the Institute concerned/Head of the Section concerned.

(5) One Professor of the Department (in case there is no Professor a Reader of the Department) to be nominated by the Vice-Chancellor.

**Senior Research Asstts / Research Assistant s, Department of History

C-1 (Rs. 5500-9000)

C-3 (Rs. 4500-7000)

(1) Vice-Chancellor (Chairman)

(2) Pro-Vice-Chancellor

(3) Dean, Faculty of Social Sciences.

(4) Chairman, Deptt. of History

(5) Co-ordinatory, Centre of Advanced Study, Department of History.

(6) One expert from outside the university.

Senior Research Fellow /Junior Research Fellow*

(i) For Category B-1 (Rs. 6500-10500)

(1) Dean of the Faculty concerned

* O.M. No.8091 dated 19.4.1991

** O.M. No.CR/4-11/87 dated 19.12.1987

- (2) Chairman of the Department concerned
- (3) One Professor of the Department (in case there is no Professor a Reader of the Department) to be nominated by the Dean of the Faculty concerned
- (4) Co-ordinator/Chief Investigator of the Project

Sr. Research Assistants/Research Assistant

II For categories C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)

1. Dean of the Faculty of concerned (Chairman)
2. Principal of the College concerned
3. Chairman of the department concerned/Director of the Institute concerned/ Head of the Section
4. One Professor of the department (In case there is no Professor a reader of the Dept) to be nominated by the Vice-Chancellor
5. A nominee of the Vice-Chancellor

XIII. A. COMPUTER SERVICES**

(i) For Category B-1 (Rs. 6500-10500)
C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

- (1) Pro-Vice-Chancellor (Chairman)
- (2) Dean, Faculty concerned, if any
- (3) Chairman, Department concerned/Head of Office concerned.
- (4) Registrar
- (5) Vice-Chancellor 's Nominee

***B. Administrative Computing Cell, Registrar 's Office

(i) For Category B-1 (Rs. 6500-10500)
C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

- (1) Pro-Vice-Chancellor (Chairman)
- (2) Chairman
- (3) Co-ordinator, Administrative Computing Cell
- (4) Registrar
- (5) Vice-Chancellor 's Nominee

* O.M. No.9207/CR/93 dated 20.5.93
** O.M. No.CR/4-13/88 dated 14.3.1988
*** O.M. No.CR/4-8/87 dated 29.7.1987

XIV. SCIENCE INSTRUMENTATION CENTRE

To be dealt with separately later .

X V. MEDICAL SERVICES

- (i) For Categories B-1 (Rs. 6500-10500)
B-2 (Rs. 6500-10500)

- (1) Pro-Vice-Chancellor (Chariman)
- (2) Dean, Faculty of Medicine
- (3) Principal, Medical College
- (4) Registrar
- (5) Chairman, Department concerned (in case the post exists in a Deptt. of the Faculty)

OR

Superintendent, Medical College Hospital

OR

Chief Medical Officer, University Health Service (in case of appointment in the respective Hospital)

- (6) Vice-Chancellor 's Nominee

- *(ii) For Categories C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)

- (1) Dean, Faculty of Medicine
- (2) Principal, Medical College
- (3) Medical Supdt./Chief Medical Officer
(as the case may be)
- (4) Registrar
- (5) Vice-Chancellor 's Nominee

Note : In case the above posts of 'C' category belong to JNMC Hospital or University Health Service, the Principal JNMC shall preside over the Selection Committee. In all other cases the Dean, Faculty of Medicine shall preside over the Selection Committee.

XVI. RELIGIOUS SERVICES

- (i) For Category B-1 (Rs. 6500-10500)
- (1) Pro-Vice-Chancellor (Chariman)
 - (2) Dean, Faculty of Theology
 - (3) Chairman, Department of Sunni Theology
- OR
- Chairman, Shia Theology (As the case may be)
- (4) Nazim, Sunni Dinyat
- OR
- Nazim, Shia Dinyat (As the case may be)
- (5) Registrar
 - (6) Vice-Chancellor 's Nominee
- (ii) For Categories C-2 (Rs. 5000-8000)
C-5 (Rs. 4000-6000)
- (1) Dean, Faculty of Theology (Chairman)
 - (2) Chairman, Deptt. of Sunni Theology
- OR
- Chairman, Deptt. of Shia Theology
(As the case may be)
- (3) Nazim Sunni Dinyat/Nazim Shia Dinyat
 - (4) Registrar
 - (5) Vice-Chancellor 's Nominee.

XVII. UNANI MEDICAL SERVICES*

- For Categories C-1 (Rs. 5500-9000)
C-3 (Rs. 4500-7000)
C-4 (Rs. 4000-6000)
C-6 (Rs. 3200-4900)
- (1) Dean, Faculty of Unani Medicine
 - (2) Principal, A.K. Tibbiya College
 - (3) Chairman, Deptt. concerned in the case of the vacancies
in the Deptt. of Studies.
 - (4) Registrar
 - (5) Vice-Chancellor 's Nominee

* O.M. No.CR/4-1/87 dated 29.3.1987 and O.M. No.CR/4-9/87 dated 29.7.1987

Note: In case the above posts of 'C' category belong to A.K.Tibbiya College Hospital, the Principal A.K. Tibbiya College shall Preside over the Selection Committees.* In all other cases the Dean, Faculty of unani Medicine shall preside over the Selection Committee .

XVIII. LIBRARY / DOCUMENTATION SERVICES**

- | | | |
|------|--|----------------------|
| (i) | For Category | B-1 (Rs. 6500-10500) |
| | (1) Pro-Vice-Chancellor (Chairman) | |
| | (2) Registrar | |
| | (3) University Librarian | |
| | (4) Vice-Chancellor 's Nominee | |
| (ii) | Categories | C -1 (Rs. 5500-9000) |
| | | C-3 (Rs. 4500-7000) |
| | | C-4 (Rs. 4000-6000) |
| | | C-6 (Rs. 3200-4900) |
| | (1) University Librarian (Chairman) | |
| | (2) Registrar | |
| | (3) & (4) Vice-Chancellor 's Nominee-Two | |

XIX. GENERAL EDUCATION CENTRE

- | | |
|----------------|----------------------|
| For Categories | B-1 (Rs. 6500-10500) |
| | C-1 (Rs. 5500-9000) |
| | C-3 (Rs. 4500-7000) |
| | C-4 (Rs. 4000-6000) |
| | C-6 (Rs. 3200-4900) |

Selection Committee

- | | | |
|---|----------------------------|------------|
| 1 | Pro-Vice-Chancellor | (Chairman) |
| 2 | Co-ordinator, GEC | |
| 3 | Registrar | |
| 4 | Vice-Chancellor 's Nominee | |

XX. GAMES SERVICES***

- | | |
|----------------|----------------------|
| For categories | B-1 (Rs. 6500-10500) |
| | C-1 (Rs. 5500-9000) |
| | C-3 (Rs. 4500-7000) |

Selection Committee

- | | | |
|---|-----------------------------|------------|
| 1 | Pro-Vice-Chancellor | (Chairman) |
| 2 | Secretary, Games Committees | |

* O.M. No.CR/4-9/87 dated 29.7.1987

**

*** O.M. No.5-7939/CR/90 dated 21.12.1990

- 3 President, Club Concerned
- 4 Registrar
- 5 Vice-Chancellor's Nominee (One)

GENERAL NOTE APPLICABLE TO ALL THE 'B' & 'C' CATEGORIES

- (i) In case the number of members of Selection Committee is reduced to three, the V.C. will appoint two nominees instead of one.
- (ii) While reconstituting the above Selection Committees, every case has been taken that the Chairman/Head of the Section or Office in whose organisation the post exists is represented on the Selection Committee concerned. If by chance it does not happen, the Vice-Chancellor may be requested to appoint that Chairman/Head of the Section or Office as his nominees.