F.No. 50013/01/2018-NIPER
Government of India
Ministry of Chemicals and Fertilizers
Department of Pharmaceuticals

Janpath Bhawan, New Delhi
Dated: 12th April, 2019

To,

Director NIPERs (All except Mohali)

Subject: Framing of Recruitment Rules for newly created faculty and non-faculty posts in NIPERs-reg.

Sir/Madam,

The draft Recruitment Rules (RRs) for newly created faculty and non-faculty posts, prepared on the basis of DoP&T's guidelines and NIPER Act/Statute, were referred to individual NIPERs on 22.02.2019 seeking comments/suggestions. Subsequently, a meeting with Directors of all the six NIPERs was held on 08.03.2019 under the chairmanship of Shri Rajneesh Tingal, Joint Secretary (NIPER) for finalization of the RRs. Copies of the finalized RRs for the individual posts, as per discussions held, are **enclosed**.

2. As the Board of Governors (BoG) of six NIPERs have subsequently been constituted on 09.03.2019, the finalized RRs of faculty/non-faculty posts are required to be placed before the individual BoGs for their consideration/approval.

3. This Department proposes to set up an Apex Council for maintaining uniformity, coordination and policy issues amongst NIPERs. As the constitution of the Apex Council would need amendment of the Act, which may take some time, it is proposed to set up a Council during the interim period. The variations, if any, that emerge in approval of RRs by individual Boards, would be sorted out by the Apex Council/ Council.

4. The RRs, after formal approval of the BoGs/ Council would be notified by this Department by making appropriate addition/ amendment to the NIPER Statutes, as per rules.

Encl: As above.

Yours faithfully,

Satish Kumar

(**Satish Kumar**)
Under secretary to the Government of India
Tele No. 011-23352298

1. Recruitment Rules for the post of Professor

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Professor	Guwahati -5 (Five) Ahmedabad -5 (Five) Hyderabad -5 (Five) Raebareli -3 (Three) Kolkata -3 (Three) Hajipur -3 (Three) * (2019)	Non-Ministerial	14	Not Applicable	Not exceeding 50 years	Ph. D with first class or equivalent grade at the preceding degree in the appropriate branch with a very good academic record throughout and at least 10 years of teaching/research/industrial experience with published works of high quality well recognised and established reputation of having made conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas.	Yes*	1(One) year

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Promotion/Deputation/ Direct Recruitment	Promotion: Associate Professor with 5 (Five) years of regular service. Deputation: Faculty members from Central/State Universities or Government Institutions of Higher Education holding analogous post on regular basis OR with 5 (years) of regular service at the level of Associate Professor AND possessing the educational qualifications prescribed for Direct Recruitment.	Composition of Selection Committee for Promotion/Deputation/ Direct recruitment 1) Chairperson: An eminent Scientist/academician/professional/technologist nominated by the Board 2) One academician scientist of repute nominated by the Board/ Steering Committee. 3) At least two external experts in the respective specialization to be nominated by the Director. 4) Director

* Age relaxable for Departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

2. Recruitment Rules for the post of Associate Professor

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Associate Professor	Guwahati -9 (Nine) Ahmedabad-9 (Nine) Hyderabad -9 (Nine) Raebareli -5 (Five) Kolkata -5 (Five) Hajipur -5 (Five) *(2019)	Non-Ministerial	13	Not Applicable	Not exceeding 45 years	Ph. D with first class or equivalent grade at the preceding degree in the appropriate branch with a very good academic record throughout and at least 8 years of teaching/research/industrial experience with published works of high quality well recognised and established reputation of having made conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas.	Yes*	1 (One) Year

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Promotion/Deputation/ Direct Recruitment	Promotion Assistant Professor with 5 (Five) years of regular service. Deputation: Faculty members from Central/State Universities or Government Institutions of Higher Education holding analogous post on regular basis OR with 5 (five) years of regular service at the level of Assistant Professor AND possessing the educational qualifications prescribed for Direct Recruitment.	Composition of Selection Committee for Promotion/Deputation/ Direct recruitment 1) Chairperson: An eminent Scientist/academician/professional/technologist nominated by the Board 2) One academician scientist of repute nominated by the Board/ Steering Committee 3) At least two external experts in the respective specialization to be nominated by the Director. 4) Director

* (Relaxable for Departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

3. **Recruitment Rules for the post of Assistant Professor**

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Assistant Professor	Guwahati -19 (Nineteen) Ahmedabad -19 (Nineteen) Hyderabad -19 (Nineteen) Raebareli -11 (Eleven) Kolkata -11 (Eleven) Hajipur -11 (Eleven) *(2019)	Non-Ministerial	12	Not Applicable	Not exceeding 40 years	Ph. D with first class or equivalent grade at the preceding in the appropriate branch with a very good academic record throughout and at least 5 years of teaching/research/industrial experience with published works of high quality.	Not Applicable	1 (One) Year

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Direct Recruitment/ Deputation	Deputation: Faculty members from Central/State Universities or Government Institutions of Higher Education holding analogous post on regular basis AND possessing the educational qualifications prescribed for Direct Recruitment.	Composition of Selection Committee for Deputation and Direct recruitment 1) Chairperson: An eminent Scientist/academician/professional/technologist nominated by the Board 2) One academician scientist of repute nominated by the Board/ Steering Committee. 3) At least two external experts in the respective specialization to be nominated by the Director. 4) Director

4. Recruitment Rules for the post of Registrar

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Registrar	Guwahati -1 (One) Ahmedabad -1 (One) Hyderabad -1 (One) Raebareli -1 (One) Kolkata -1 (One) Hajipur -1 (One) *(2019)	Non-Ministerial	13	Not Applicable	Not exceeding 45 years	**Essential Qualification**: Master Degree in any discipline with at least 55% marks from recognised University/Institute. **Experience:** At least 5 (Five) years of experience as Assistant Professor in pay level 12. **or** 12 (Twelve) years of administrative experience, of which 8 (Eight) years shall be as Assistant Registrar or an equivalent post in Central /State Govt. Organisations or University/ Research Institution or Central / State autonomous/ other recognised institute of repute	Yes*	1 (One) year

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Promotion/Deputation/ Direct Recruitment	<u>Promotion</u> Assistant Professor with 5 (Five) years of regular service and possessing administrative experience or Assistant Registrar with 12 (Twelve) years of regular service. <u>Deputation</u>: Applicants from Central/State Universities or Government Institutions of Higher Education holding analogous post on regular basis OR with 5 (years) of regular service at the level of Assistant Professor/ Deputy Registrar in pay level 12 AND possessing the educational qualifications prescribed for Direct Recruitment.	Composition of Selection Committee for Promotion/Deputation/ Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall be above the pay scale of Registrar

* (Relaxable for Departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

5. Recruitment Rules for the post of Assistant Registrar

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Assistant Registrar	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	10	Not Applicable	Not exceeding 40 years	**Essential Qualification:** Master's degree in any discipline from recognised University/Institute. **Experience:** 8 (Eight) years of relevant experience in a responsible supervisory position of which at least 5 (Five) years in the immediate lower grade pay of Section Officer/ Administrative Officer (Pay Level 8) in Central/ State Govt. Organisations or University/ Research Institution or Central / State autonomous/other recognised institute of repute **Desirable Qualification:** Relevant Experience in the areas of Establishment/ Examinations/ Finance.	Yes*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Promotion failing which by Direct Recruitment	Administrative Officer with 5 (Five) years of regular service	Composition of Selection Committee for Promotion/ Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay scale of Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for Departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the zstruction or orders issued by the Central Government)

6. Recruitment Rules for the post of Finance & Account Officer

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Finance & Account Officer	Guwahat-1 (One) Ahmedaba-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	12	Not Applicable	Not exceeding 45 years	**Essential Qualification:** Post-Graduation in commerce/ economics from a recognised University/Institute. **Experience**: 10 (Ten) years of experience in dealing with finance and accounts in Central State Govt. Organisations / University Research Institution or Central / State autonomous/ other recognised institute of repute **Desirable:** MBA in Finance from a recognised University/Institute.	Not Applicable	1 (One) year

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Deputation/ Direct Recruitment	Deputation: Officers from Central/State Governments/PSUs/Universities/ Institutions/ Autonomous bodies holding analogous post on regular basis or working in the pay level 11 on regular basis AND possessing the qualifications/ experience for direct recruitment. .	Composition of Selection Committee for Deputation / Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall be above the pay scale Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

7. Recruitment Rules for the post of Library & Information Officer

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Library & Information Officer	Guwahati-1 (One) Ahmedaba-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	10	Not Applicable	Not exceeding 40 years	**Essential Qualification:** Graduation in Library Science or Library and Information Science from recognized university/Institute. **Experience:** 5 (Five) years of experience in Management of Library and office procedure, Data processing and communication skills and Information Services in library under Central/State Government /Autonomous or Statutory organization /PSU/ University or recognized Research or Educational Institute/ other recognised institute of repute **Desirable Qualification:** Master Degree in library science or Library and Information Science.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairman 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay scale of Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

8. Recruitment Rules for the post of Estate & Security Officer

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Estate & Security Officer	Guwahati-1 (One) Ahmedaba-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	10	Not Applicable	Not exceeding 45 years	**Essential Qualification:** Bachelor degree in any discipline from a recognized university/institute. **Experience:** 5 (Five) years of experience in commissioned service in Army/Navy/Air Force/ Para Military Force or Police only not below the rank of captain or equivalent/Dy. SP of police.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below pay Level 12. 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

9. Recruitment Rules for the post of System Engineer

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
System Engineer	Guwahati-1 (One) Ahmedaba-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) (2019)	Non-Ministerial	10	Not Applicable	Not exceeding 40 years	**Essential Qualification:** Post-Graduation in Computer engineering or Computer Applications from a recognised University/Institute. **Experience:** 5 (Five) years of experience in systems administration and networking. Familiarity with different operating systems like UNIX, SOLARIS, HP-AUX etc. **Desirable Qualification:** Proficiency in higher level languages like FORTRAN, C and UNIX Shell programming and Perl Scripts. Experience of managing enterprise networks.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12. 4) Registrar, who shall also be the Secretary of the Committee

*(Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

10. Recruitment Rules for the post of Technical Assistant (Computer Section)

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Technical Assistant (Computer Section)	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) * (2019)	Non-Ministerial	7	Not Applicable	Not exceeding 35 years	**Essential Qualification:** Bachelor's degree in Computer Sciences from a recognised University/Institute. **Experience:** 3 (Three) years of experience in data management and website management. **Desirable:** Master's degree in Computer Science. Experience in computers and database / word processing software like MS Office (MS Word, MS Excel, MS Access, MS Power Point).	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director or his nominee who shall be the Chairperson of the Committee 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall not be below pay level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

11. Recruitment Rules for the post of Medical Officer

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Medical Officer	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	10	Not Applicable	Not exceeding 40 years	**Essential Qualification:** M.B.B.S Degree in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in State Medical Register or Indian Medical Register. **Desirable Qualification:** Post Graduate Medical Qualification recognized by the MCI. Preference will be given to MD in General Medicine.	Not Applicable*	1 (One) year

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12. 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

12. Recruitment Rules for the post of Public Relation Officer

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Public Relation officer	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) * (2019)	Non-Ministerial	8	Not Applicable	Not exceeding 35 years	**Essential Qualification:** Post Graduate in any discipline from a recognised University/Institute. **Experience**: At least 5 (five) years of experience in Public Relation / Training and Placement Cell in Central/ State Govt. Organisations or University /Research Institution or Central / State autonomous/ other recognised institute of repute **Desirable:** MBA OR Post Graduate Degree/ Diploma in Mass Communication. Ability to compose & edit press releases, newsletters	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) The Director of the Institute. Who shall be the Chairperson of the Committee 2) The Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

13. Recruitment Rules for the post of Guest House & Hostel Supervisor

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Guest House & Hostel Supervisor	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	9	Not Applicable	Not exceeding 35 years	**Essential Qualification:** Bachelor degree from a recognised University/Institute. **Experience:** 5 (Five) years of relevant experience in Central State Govt. Organisations / University Research Institution or Central / State autonomous/ other recognised institute of repute **Desirable Qualification:** Degree/Diploma in catering/hotel management.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

14. Recruitment Rules for the post of Administrative Officer

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Administrative Officer	Guwahati-1 (One) Ahmedabad-1(One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	8	Not Applicable	Not exceeding 35 years	**Essential Qualification:** Bachelor's Degree in any discipline from recognised Institute/ University. **Experience:** 5 (Five) Years of Experience as Assistant Section Officer (ASO) or equivalent in the Level 7 in any Central / State Govt. or University/ PSU or other Central / State Autonomous. Proficiency in noting and drafting. **Desirable Qualification:** Proficiency in Computer operation.	Yes*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Promotion/ Direct Recruitment	Assistant Grade I with 5 (Five) years of regular service.	Composition of Selection Committee for Promotion/ Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

15. Recruitment Rules for the post of Accountant

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Accountant	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	7	Not Applicable	Not exceeding 35 years	**Essential Qualification:** B.Com from a recognised University/institute. **Experience:** 3 (Three) years of experience in any Central / State Govt. or University/ PSU and other Central / State Autonomous. other recognised institute of repute **Desirable Qualification:** M.Com /MBA in Finance	Not applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall not be below pay level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

16. Recruitment Rules for the post of Scientist/ Technical Supervisor Grade I

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Scientist/ Technical Supervisor Grade I	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) * (2019)	Non-Ministerial	9	Not Applicable	Not exceeding 40 years	**Essential Qualification:** M.Sc./ M.Pharma/M.V.Sc. from a recognised University/Institute **Experience:** 4 (Four) years of experience of research/teaching in Central State Govt. Organisations / University or Research Institution or Central / State autonomous or other recognised institute of repute **Desirable Qualification:** Ph.D. in relevant field with 2__(Two) years of post-qualification experience.	Yes*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Promotion failing which by Direct Recruitment	Scientist /Technical Supervisor Grade II with 4 (Four) years of regular service.	Composition of Selection Committee for Promotion/ Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

17. Recruitment Rules for the post of Scientist/ Technical Supervisor Grade II

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Scientist/ Technical Supervisor Grade II	Guwahati--2 (Two) Ahmedabad-2 (Two) Hyderabad-2 (Two) Raebareli-2(Two) Kolkata-2 (Two) Hajipur-2 (Two) *(2019)	Non-Ministerial	8	Not Applicable	Not exceeding 35 years	**Essential Qualification:** M.Sc./ M.Pharma/ M.V.Sc. from recognised University/Institute. **Experience:** 2 (Two) years of experience of research/teaching in Central State Govt. Organisations / University or Research Institution or Central / State autonomous or other recognised institute of repute	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

18. Recruitment Rules for the post of Junior Hindi Translator

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Junior Hindi Translator	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	6	Not Applicable	Not exceeding 35 years	**Essential Qualification:** (i) Master's Degree of a recognized university in Hindi or English with English or Hindi as a main subject at the degree level. OR (ii) Master's degree from a recognized University in any subject with Hindi as medium of Examination with English as a compulsory subject at degree level. OR (iii) Bachelor's degree with Hindi and English as main subject either of the two as medium of Examination and other as main subject plus recognized diploma Certificate Course in translation from Hindi to English and vice Versa or two years' experience of Translation work from Hindi to English and vice versa in Central Government Office. Including Government of India undertaking **Desirable Qualification:** Proficiency in Computer operation	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall not be below pay Level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

19. Recruitment Rules for the post of Secretary to Director

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Secretary to Director	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	8	Not Applicable	Not exceeding 40 years	**Essential Qualification:** Bachelor's Degree in any discipline from recognised Institute/ University. Proficiency in typing in English with minimum speed of 40 wpm **Experience:** 5 (Five) years of experience as Personal Assistant or equivalent in Central/ State Govt./ Organisations /PSUs/ University/ Research Institution or Central / State autonomous other recognised institutes of repute **Desirable Qualification:** Knowledge of Computer Applications.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12 4) Registrar, who shall also be the Secretary of the Committee

*(Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

20. Recruitment Rules for the post of Secretary to Registrar

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Secretary to Registrar	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) * (2019)	Non-Ministerial	8	Not Applicable	Not exceeding 40 years	**Essential Qualification:** Bachelor's Degree in any discipline from recognised Institute/ University. Proficiency in typing in English with minimum speed of 40 wpm. **Experience:** 5 (Five) years of experience as Personal Assistant or equivalent in Central/ State Govt./ Organisations /PSUs/ University/ Research Institution or Central / State autonomous other recognised institutes of repute **Desirable Qualification:** Knowledge of Computer Applications.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12 4) Registrar, who shall also be the Secretary of the Committee

* (Relaxable for departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government)

21. Recruitment Rules for the post of Receptionist cum Telephone Operator

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Receptionist cum Telephone operator	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	7	Not Applicable	Not exceeding 35 years	**Essential Qualification:** Graduate in any discipline from a recognised University. **Experience:** 3 (Three) years of experience in relevant field in Central/ State Govt./ Organisations /PSUs/ University/ Research Institution or Central / State autonomous other recognised institutes of repute The candidate should have good communication skills. **Desirable:** Proficiency in computer operation.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Direct Recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director - Chairperson 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall not be below pay level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

22. Recruitment Rules for the post of Storekeeper

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Store keeper	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	7	Not Applicable	Not exceeding 35 years	**Essential Qualification:** Bachelor degree in Science/Commerce from recognised university /Institute. **Experience:** 3 (Three) years of experience in maintaining stores in Central/ State Govt./ Organisations /PSUs/ University/ Research Institution or Central / State autonomous other recognised institutes of repute **Desirable Qualification:** Proficiency in computer operation.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director, or his nominee who shall be the Chairperson of the Committee 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall not be below Pay Level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

23. Recruitment Rules for the post of Assistant Grade I

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Assistant Grade I	Guwahati-1 (One) Ahmedabad-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)	Non-Ministerial	6	Not Applicable	Not exceeding 35 years	Graduation in any discipline from a recognised University/Institute. **Experience:** 2 (Two) years of experience in Establishment/Administrative in a Central/ State Govt./ Organisations /PSUs/ University/ Research Institution or Central / State autonomous other recognised institutes of repute. **Desirable:** Conversant with Central government rules and experience in computer and data entry operations. Knowledge of usage of computers.	Yes*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	**In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made**	**If Department Promotion committee exists, what is its composition**
(10)	**(11)**	**(12)**
Promotion failing which by direct recruitment	Assistant Grade II with 4 (Four) years of regular service.	Composition of Selection Committee for Promotion/ Direct recruitment 1) Director - Chairperson 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall be not below pay Level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

24. Recruitment Rules for the post of Assistant Grade II

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Assistant Grade II	Guwahati-2 (Two) Ahmedabad-2 (Two) Hyderabad-2 (Two) Raebareli-2 (Two) Kolkata-2 (Two) Hajipur-2 (Two) (2019)	Non-Ministerial	5	Not Applicable	Not exceeding 35 years	**Essential Qualification:** Bachelor's degree in any discipline from recognised university. **Desirable:** Experience of noting and drafting in Central/ State Govt./ Organisations /PSUs/ University/ Research Institution or Central / State autonomous other recognised institutes of repute.	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct recruitment	Not Applicable	Composition of Selection Committee for Promotion/ Direct recruitment 1) Director or his nominee who shall be the Chairperson of the Committee 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall not be below pay level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

25. Recruitment Rules for the post of Junior Technical Assistant

Name of Post	Number of Post*	Classification	Pay Level	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Junior Technical Assistant	Guwahati-2 (Two) Ahmedabad-2 (Two) Hyderabad-2 (Two) Raebareli-2 (Two) Kolkata-2 (Two) Hajipur-2 (Two) *(2019)	Non-Ministerial	4	Not Applicable	Not exceeding 27 years	**Essential Qualification:** Senior Secondary (10+2) with Science Subject. **Desirable Qualification:** Knowledge of computer	Not Applicable*	2 (Two) years

Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made	If Department Promotion committee exists, what is its composition
(10)	(11)	(12)
Direct recruitment	Not Applicable	Composition of Selection Committee for Direct recruitment 1) Director or his nominee who shall be the Chairperson of the Committee 2) Head of the Department concerned or the Registrar, as the case may be. 3) Two members from the Staff of the Institute nominated by the Director, who shall not be below pay Level 12.

* (Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)