



**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG,  
NEW DELHI**

**UGC (Recruitment) Rules, (Various posts) 1983**

***To be published in the Gazette of India Extraordinary  
Part II- Section 3, Sub-Section (i)***

**Ministry of Education & Culture  
(Department of Education)**

New Delhi, dated the 19th May, 1983

**NOTIFICATION**

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

**1. Short title and commencement**

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

(2) They shall come into force on the date of their publication in the official Gazette.

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

**2. Classification and Scale of Pay :**

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

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

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

**4. Disqualification : No person—**

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

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

**5. Power to relax :**

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

**6. Saving:**

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

## THE SCHEDULE

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

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12

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research institutes, autonomous organisations, Public Enterprises etc. in equivalent grade or in one grade lower with five years service in the lower grade and having experience of educational administration. (Appointment will be made on a tenure basis for a term of five years renewable for on more term of five years both being subject to age of superannuation as prescribed.)  
Note 1. Officers of the UGC who fulfill either of the above conditions will also be eligible for consideration.  
Note 2. Applications for consideration for appointment on transfer on deputation or on contract shall be invited through *open advertisement*.

| 1. | 2.                    | 3.    | 4.   | 5.        | 6.   | 7.  | 8.   | 9.      | 10.  | 11.  | 12.  |
|----|-----------------------|-------|--|-----------|--|---|------|---------|--|--|--|
| 2. | Addy. Secy            | Gr. A | 2550–125/<br>2–2500<br>(revised<br>to 5100–150–<br>5700) | Selection | 50 years<br>(Relaxable)<br>upto 5 yrs.<br>for employees.<br>of the Central<br>& State Govts,<br>Univs, &<br>autonomous<br>bodies. Age<br>limit will not<br>apply in case<br>of officers of<br>Commission | A person who<br>has served or is<br>serving as a<br>professor/scholar<br>in a Univ. or any<br>GST of higher re-<br>search with atleast<br>10 yrs. experience<br>of teaching at<br>PG level or<br>Guiding research<br>and experience<br>of educational<br>administration<br>OR<br>A person who<br>has served or is<br>serving as an<br>officer of the<br>Central or State<br>Governments,<br>Universities,<br>research institu-<br>tes, autonomous<br>organisation,<br>Public Enterprises<br>etc. equivalent<br>grade or one<br>grade lower with<br>five years service<br>the lower grade<br>and having ex-<br>perience of edu-<br>cational admi-<br>nistration. | N.A. | 2 years | By promotion/<br>Direct<br>Recruitment                                     | J.S. in the UGC<br>Office with 5 yrs<br>continuous<br>in the grade   | 1) Chariman, UGC<br>2) V.Cm, UGC<br>3) 3 Members of<br>regular service the UGC<br>nominated by it<br>4) A rep of GOI |
| 3. | Jt. Secy/<br>Director | Gr. A | 2000-125/<br>2–2250                                      | Selection | 50 years<br>(Relaxable<br>by 5 yrs for<br>employees of<br>Central &<br>State Govt.,<br>Universities<br>and autono-<br>mous bodies.   | <b>Essential</b><br>1. I or II class<br>Master's degree<br>or a professional<br>degree;<br>2. about 10 yrs<br>experience of<br>teaching/rese-<br>arch or educa-   | Yes  | 2 years | By promotion<br>failing which<br>by deputation<br>or direct<br>recruitment | <b>Promotion:</b><br>Dy. Secy in<br>UGC with 5 yrs<br>continuous<br>regular service<br>in the grade<br><b>Transfer on</b><br><b>Deputation:</b><br>Officer holding | 1) Chairman, UGC<br>2) V.Cm, UGC<br>3) 2 members of<br>UGC nominate<br>by it.<br>4) A represented<br>of the GOI      |

| 1. | 2.       | 3.    | 4.                               | 5.        | 6.   | 7.  | 8. | 9.      | 10.  | 11.   | 12.   |
|----|----------|-------|----------------------------------|-----------|--|---|----|---------|--|---|---|
|    |          |       |                                  |           |  | tional administration<br><b>Desirable:</b><br>Doctorate in discipline or Masters degree any professional subject  |    |         |  | posts analogous to those in the scale of pay of Rs. 1500–2000, from the Central & State Govts., Univer & other autonomous organisations, having 5 years service in that grade an experience of educational administration (Period of deputation shall ordinarily not exceed 5 yrs.) |   |
| 4. | Jt. Secy | Gr. A | 3700-125–4700 150–5000 (Revised) | Selection | 45 years (Relaxable by 5 yrs for employees of Central & State autonomous bodies. | <b>Essential</b><br>(1) I or II class Master's degree of a recognised univ. with a good academic record<br>(2) 7 years experience of teaching at Univ. or college level equivalent experience of educational administration<br><b>Desirable :</b><br>Doctorate Degree | No | 2 years | 75% by promotion and 25% by direct recruitment | <b>Promotion:</b><br>U.S. or E.O. with 5 yrs continuous regular service in the grade. The inter-se Seniority of the E.O/U.S. for promotion quota shall be reckoned on the basis of continuous regular service in the respective grade.  | 1) V,CM. UGC<br>2) 1 members of nominated by it<br>3) One outside member nom. by UGC<br>4) A represent of GOI and<br>5) Secy, UGC |

| 1. | 2.                | 3.    | 4.                     | 5.        | 6.  | 7.  | 8.   | 9.      | 10.                        | 11.  | 12.   |
|----|-------------------|-------|------------------------|-----------|---|---|------|---------|----------------------------|--|---|
| 5. | Finance Officer   | Gr. A | N.A.                   | N.A.      | N.A.  | N.A.  | N.A. | N.A.    | By transfer on deputation. | Officers of appropriate Seniority belonging to IA& AS from the office of the CAG and other Central Finance & Accounts Service (period of deputation not exceeding 4 years)   | N.A.  |
| 6. | Uunder Secretary  | Gr. A | 3000-100-3500-125-4500 | Selection | N.A.  | N.A.  | N.A. | 2 years | 100% by promotion          | By promotion S.O. (Gr.B) & personal Astt (Gr "B") with at least 5 yrs. continuous Regular Service in the respective grade & having a degree from a recognised Univ in the ratio of 4 Section Officers to one Personal Assistant. | 1) V.Cm, UGC<br>2) 1 Member of nominated by it<br>3) 1 outside expert nominated by Chairman, UGC<br>4) A rep of GOI<br>5) Secretary |
| 7. | Education Officer | Gr. A | 1200-50-1600           | N.A.      | 40 yrs. (Relaxible by 5 years for employees of Central & State Govt. Univ, and autonomous bodies) | 1) I or II Class Master's degree from a recognised University<br>2) 5 yrs experience of teaching or research or of educational Administration | N.A. | 2 years | Direct recruit             | N.A.   | 1) V.Cm, UGC<br>2) 1 Member of the UGC nominated by it<br>3) 1 outside expert nominated by Chairman, UGC<br>4) Secretary UGC.       |

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



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

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

| 1.  | 2.                 | 3.   | 4.                            | 5.                 | 6.   | 7.  | 8.                    | 9.      | 10.  | 11.   | 12.  |
|-----|--------------------|--|-------------------------------|--------------------|--|---|-----------------------|---------|--|---|--|
|     |                    | ii) 650-30-740   |                               | and                | editing/publishing   |   |                       |         |  | UGC   |  |
|     |                    | 35-810-1000<br>880-40-1000<br>40-1200<br>(for future entrants) |                               | autonomous bodies) | in a publishing house of reasonable standing and ability to prepare critical and infomative digests/articles and reports |   |                       |         |  |   |  |
| 15. | Personal Assistant | Gr. B  | 650-30-740-35-880-EB-40-1040- | Non-Selection      | N.A.   | N.A.  | N.A.                  | 2 years | By promotion                                     | Stenographers (including Hindi Stenographers with 5 yrs. continuous regular service in the grade. Note: In the case of Hindi Stenographers eligibility for promotion as P.A. will be subject to proficiency in English Stenography which will be determined by a suitable test. | 1) Secy. UGC<br>2) Addl Secy. UGC<br>3) 2 outside expert nominated by regular service Chairman, UGC. |
| 16. | Artist             | Gr.B   | 550-25-750-EB-30-900          | N.A.               | 30 years (Relaxable for employees of Central and State Govt., Univ. & autonomous bodies.                                 | Degree of a recognised Univ. in fine Art/ Commercial Art with 5 yrs experience of the job   | N.A.                  | 2 years | By direct recruitment                            | N.A.  | 1) Addl Secy, UGC<br>2) J.S. UGC<br>3) 2 outside experts nominated by V.Cm                           |
| 17. | Asst Librarian     | Gr.B   | 550-25-750-EB-30-900          | Selection          | 30 years (Relaxable by 5 yrs. for employees of Central and State Govt., Univ. &  | 1) Degree of a recognised Univ.<br>2) Degree in Library Science or equivalent qualification | Qual. Yes<br>Age : No | 2 years | By promotion failing which by direct recruitment | Library Asst. with 5 years continuous regular service in the grade  | 1) Addl Secy, UGC<br>2) J.S. UGC<br>3) 2 outside experts nominated by                                |

| 1.  | 2.                           | 3.   | 4.                   | 5.        | 6.   | 7.   | 8.   | 9.      | 10.   | 11.  | 12.   |
|-----|------------------------------|------|----------------------|-----------|--|--|------|---------|---|--|---|
|     |                              |      |                      |           | autonomous   | from a recognised university   |      |         |   | chairman UGC   |   |
| 18. | Senior Statistical Assistant | Gr.B | 550-25-750-EB-30-900 | Selection | N.A.   | N.A.   | N.A. | 2 years | By promotion  | Statistical Asst with 5 years continuous regular service in the grade  | 1) Addl Secy, UGC<br>2) J.S. UGC experts<br>3) 2 outside experts nominated by V.Cm., UGC<br>4) A representative of GOI. |
| 19. | Production Assistant         | Gr.C | 550-25-750-EB-30-900 | Selection | 30 years Relaxable for employees of Central and State Govt. Univ. and autonomous bodies) up to 35 years. | Essential:<br>1) At least a II Class Bachelor's degree from a recognised university.<br>2) 5 years experience of editing/printing of text books and/or journals in a publishing house or reasonable standing<br>Desirable:<br>Degree/Diploma in Journalism/ Printing of a recognised | N.A. | 2 years | By promotion failing which by transfer on deputation failing both by direct recruitment | By Promotion: Proof readers/ Copy holder with a university degree and 8 years continuous regular service in either of these posts or in both of them.<br>By transfer on deputation: Officers holding analogous post in Govt Deptt./ Organizations/ Universities, period of deputation ordinarily | 1) Addl Secy, UGC<br>2) J.S. UGC experts<br>3) 2 outside experts nominated by V.Cm., UGC                                |

| 1.  | 2.   | 3.   | 4.   | 5.            | 6.   | 7.   | 8.   | 9.      | 10.   | 11.   | 12.  |
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| 20. | Assistant (including Cashier & Hospitality Assitant) | Gr.C | 425-15-500-EB-15-560-20-700-EB-25-800  | Non Selection | N.A. | N.A. | N.A. | 2 years | By promotion:<br>i) UDC with 5 yrs continuous regular service in the grade on the basis of seniority subject to rejection of the unfit:- 50%<br>ii) Through competitive test of departmental UDCs Assistant Draftsman and Proof reader with 3 years continuous regular service in the respective grades: 50%<br>Note : The posts of Cashier and Hospitality Assitant shall be filled from suitable assistants with three years continuous regular service in the grade on the basis of selection. | Promotion: UDC with 5 years continuous service in the grade | 1) Addl Secy, UGC<br>2) J.S. UGC<br>3) 1 outside experts nominated by V.Cm., UGC<br>4) Divisional Head of Administration |
| 21. | Receptionist   | Gr.C | 550-20-650-25-750<br>(for present incumbents)<br>330-10-380-EB-12-500-EB-15-560- | Non Selection | N.A. | N.A. | N.A. |         | By promotion  | LDC's on select list for promotion as UDC's                 | N.A.   |

university/  
institution.

not exceeding  
three years).

(for future incumbents)

| 1.  | 2.                       | 3.   | 4.   | 5.                                | 6.   | 7.  | 8.                 | 9.      | 10.  | 11.  | 12.   |
|-----|--------------------------|------|--|-----------------------------------|--|---|--------------------|---------|--|--|---|
| 22. | Statistical Assistant    | Gr.C | 425-15-500-EB-15-560-20-700-EB-25-800 for present incumbents. 425-15-500-EB-15-560-20-640. | N.A.                              | 30 years (Relaxable for employees of Ctrl. & State Govts. & autonomous bodies upto 35 yrs)             | Essential: At least a II Class Masters Degree in Stat. or Mths/ Economics & Commerce with Statistics.<br><b>Desirable:</b> Certificate/ Diploma in Statistics from a recognised Inst. | N.A.               | 2 years | By direct recruitment                            | N.A.   | 1) Addl. Secy, UGC<br>2) J.S., UGC<br>3) 1 outside expert nominated by UGC<br>4) Divisional Head of Admn. UGC |
| 23. | Library Assistant        | Gr.C | 380-12-440-EB-15-560-EB-20-640   | Non Selection<br><br>upto 35 yrs) | 30 years (Relaxable for employees of Ctrl. & State Govts. Univ. & autonomous bodies or its equivalent) | 1) Degree of a recognised Univ.<br>2) Degree or Diploma in Library Science (One year course after Graduation  | N.A.               | 2 years | By promotion failing which by direct recruitment | Junior Library Asst with 8 years continuous regular service in the grade   | 1) J.C., UGC<br>2) 2 outside members nom. by Secy. UGC.<br>3) Divisional Head incharge of Admn.               |
| 24. | Care Taker               | Gr.C | 380-12-440-EB-15-560-EB-20-640   | N.A.                              | 30 years (Relaxable for employees of Ctrl. & State Govts. Univ. & autonomous bodies upto 35 yrs)       | 1) Matriculation or equivalent<br>2) At least two years exper. of maintenance including sanitation, upkeep and security of big buildings  | N.A.               | 2 years | By direct recruitment                            | N.A.   | 1) J.S., UGC<br>2) 2 outside member nominated by Secy. UGC<br>3) Divisional Head incharge of Admn. UGC        |
| 25. | Junior Library Assistant | Gr.C | 380-12-440-EB-15-560-EB-20-640 for prst. incumbents 260-6-290-EB-6-326-8-366-EB-8-390-10-  | N.A.                              | 28 years (Relaxable for employees of Ctrl. & State Govts. Univ. & autonomous bodies upto 35 yrs)       | 1) Matriculation or equivalent<br>2) Certificate in Library Science   | Age: No Qual.: Yes | 2 years | By promotion 50% by direct recruitment : 50%     | Senior Library Attendent with 5 yrs. continuous regular service in the grade provided he possesses the prescribed qualification as | 1) J.S., UGC<br>2) 2 outside mem. nominated by UGC<br>3) Divisional Head incharge of Admn. UGC                |

400 (for future

entrans)

in Co. 7.

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| 1.  | 2.                   | 3.   | 4.                                     | 5.            | 6.   | 7.  | 8.   | 9.      | 10.   | 11.   | 12.  |
|-----|----------------------|------|--|---------------|--|---|------|---------|---|---|--|
| 26. | Upper Division       | Gr.C | 330-10-380<br>-EB-12-500<br>-EB-15-560 | Non Selection | N.A.   | N.A.  | N.A. | 2 years | By promotion  | LCD's who have completed eight years continuous regular service as LDCs or the basis of seniority subject to the rejection of the unfit 50%.<br>UDC's Key Punch Operators, Telephone Operators, Copy holders and Persons holding other posts carrying equivalent scales of pay with 2 yrs. continuous regular service in the grade on basis of limited deptt. competitive examination 50% | 1) J.S., UGC<br>2) 2 outside mem. nominated by secy. UGC<br>3) Divisional Head incharge of Admn. |
| 27. | Junior Steno Grapher | Gr.C | 330-10-380<br>-EB-12-500<br>-EB-15-560 | N.A.          | 25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations upto 35 yrs.) | 1) Matriculation or equivalent<br>2) A speed of 80 w.p.m. in stenography and 40 w.p.m in typing | N.A. | 2 years | By direct recruitment                               | N.A.  | 1) J.S., UGC<br>2) 2 outside mem. nominated by Secy. UGC<br>3) Divisional Head incharge of Admn. |
| 28. | Lower Division Clerk | Gr.C | 260-6-290<br>-EB-6-326<br>8-366-EB-    | N.A.          | 25 years on the 1st of Jan. of the year in   | i) Matriculation or equivalent Examination  | N.A. | 2 years | i) By direct recruitment: 90%<br>ii) By competitive | N.A.  | 1) Divisional Head Incharge Admn. UGC  |

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

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

|    |    |    |                 |    |  |   |     |         |  |     |  |
|----|----|----|-----------------|----|--|---|-----|---------|--|-----|--|
|    |    |    | 8-390-10<br>400 |    | which the applications are invited/nomination  | ii) Minimum speed of .... w.p.m in type-writing Provided  |     |         | examination 10%** Limited to departmental Group D employees  |     | 2) 2 outside mem. nom. by Secy, UGC<br>3) U.S., incharge<br>12 |
| 1. | 2. | 3. | 4.              | 5. | 6.   | 7.  | 8.  | 9.      | 10.  | 11. | 12.  |
|    |    |    |                 |    | are invited from the employment Exchange (Relaxable for employees of Central & State Govt. Univs. & other autonomous bodies upto 35 years) | that physically handicapped person who is otherwise qualified to hold clerical post but does not possess the ...qualification typewriting may be appointed and grant exemption subject condition that the Medical Board attached to the spec.... Employment Exchange for physical handi-capped or whomthere is no such Board the Civil surgery declares him to permanently unfit pass the typewriting test because Physical disability. Provided further that person so appointed on basis of competition exam. limited deptt. Gr. employees possessing the qualification may appointed subject the condition that person so appoint will have to pass same within a period two years from the of appointment fair which he shall reverted substantive appointment or temporary post hel by him before hi appointment to the cadre of LDC and until that time he will no be eleigible | N.A | 2 years | possessing the qualifications prescribed under Col 7 with 5 years continuous regular service as a Grp. D employees | N.A | administration, UGC  |



for drawing annual increment  
in the p.a. scale.

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

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

| 1.  | 2.                    | 3.   | 4.                               | 5.            | 6.   | 7.   | 8.   | 9.      | 10.                   | 11.   | 12.  |
|-----|-----------------------|------|----------------------------------|---------------|--|--|------|---------|-----------------------|---|--|
| 35. | Junior Roneo Operator | Gr.D | 210-4-250<br>-EB-5-270           | Non Selection | N.A.   | N.A.   | N.A. | 2 years | By promotion          | Daftries & jamadars with 3 years continuous regular service in the respective grade and having proficiency in operating and maintaining Roneo machine. Proficiency will be assessed by a suitable test if required. | 1)D.S.,AdmnUGC<br>2) 2 outside members nominated by secy.<br>3) U.S. Admn. UGC.  |
| 36. | Lift Operator         | Gr.D | 210-4-250<br>-EB-5-270           | Non Selection | 25 years (Relaxable for employees of Central & State Govt. Univs. & Autonomous Bodies upto 35 years) | Primary Pass Proficiency in operating, unkeep and safety requirements of automatic lift will be assessed if required | N.A. | 2 years | By direct recruitment | N.A.  | 1)D.S., AdmnUGC<br>2) 2 outside members nominated by secy.<br>3) U.S. Admn. UGC. |
| 37. | Security Guard        | Gr.D | 200-3-206<br>-4-234-EB<br>-4-250 | Non Selection | N.A.   | N.A.   | N.A. | 2 years | By promotion          | Chowkidar with 3 years continuous regular service in the grade.   | 1)D.S., AdmnUGC<br>2) 2 outside members nominated by secy.<br>3) U.S. Admn. UGC. |
| 38. | Jamadar               | Gr.D | 200-3-206<br>-4-234-EB<br>-4-250 | Non Selection | N.A.   | N.A.   | N.A. | 2 years | By Promotion          | Peons with 3 years continuous regular service in the  | 1)D.S., Admn.UGC<br>2) 2 outside member nominated by Secy.                       |

tinuous regular service in the grade  
nated by secy. 3) U.S. Admn. UGC.

| 1.  | 2.        | 3.   | 4.                               | 5.            | 6.   | 7.  | 8.   | 9.      | 10.                              | 11.   | 12.  |
|-----|-----------|------|----------------------------------|---------------|--|---|------|---------|----------------------------------|---|--|
|     |           |      |                                  |               |  |   |      |         |                                  | grade.  | 3) U.S., Admn. UGC   |
| 39. | Daftry    | Gr.D | 200-3-206<br>-4-234-EB<br>-4-250 | Non Selection | N.A.   | N.A.  | N.A. | 2 years | By Promotion                     | Peons with 3 years continuous regular service in the grade.   | 1)D.S.,Admn.UGC<br>2) 2 outside member nominated by Secy.<br>3) U.S., Admn. UGC  |
| 40. | Peon      | Gr.D | 196-3-220<br>-EB-3-232           | N.A.          | 25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations upto 35 yrs.) | Middle School Pass Standard   | N.A. | 2 years | By direct 75%<br>By transfer 25% | Transfer of chowkidars Farashes & Safaiwala possessing elementary literacy and ability to read either Hindi or English or any regional language with 5 yrs continuous regular service in their respective grades. | 1)D.S.,Admn.UGC<br>2) 2 outside mem. nominated by Secy, UGC<br>3) U.S. Admn. UGC |
| 41. | Chowkidar | Gr.D | 196-3-220<br>-EB-3-232           | N.A.          | 25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations upto 35 yrs.) | Essential: Ability to read & write<br>Desirable: i) Primary Pass<br>ii) Ex-army man | N.A. | 2 years | By direct recruitment            | N.A.  | 1)D.S.,Admn.UGC<br>2) 2 outside mem. nominated by Secy, UGC<br>3) U.S. Admn. UGC |
| 42. | Farash    | Gr.D | 196-3-220<br>-EB-3-232           | N.A.          | 25 years (Relaxable for employees of Central & State Govts. Univ. and autonomous Organisations upto 35 yrs.) | Essential: Nil<br>Desirable: Primary Pass<br>Ex-army man                            | N.A. | 2 years | By direct recruitment            | N.A.  | 1)D.S.,Admn.UGC<br>2) 2 officers of nominated by Secy, UGC                       |

upto 35 yrs.)

| 1.  | 2.        | 3.   | 4.                     | 5.   | 6.   | 7.                         | 8.   | 9.      | 10.                      | 11.  | 12.   |
|-----|-----------|------|------------------------|------|--|----------------------------|------|---------|--------------------------|------|---|
| 43. | Safaiwala | Gr.D | 196-3-220<br>-EB-3-232 | N.A. | 25 years<br>(Relaxable for<br>employees of<br>Central &<br>State Govts.<br>Univ. and<br>autonomous<br>Organisations<br>upto 35 yrs.) | Desirable:<br>Primary Pass | N.A. | 2 years | By direct<br>recruitment | N.A. | 1)D.S.,Admn.UGC<br>2)2 officers of UGC<br>a nominated<br>by Secy, UGC |

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

**(M.R. Kobatkar)**

Joint Secretary to Govt. of India