

INTER-UNIVERSITY CENTRE FOR ASTRONOMY AND ASTROPHYSICS (IUCAA)

RECRUITMENT RULES FOR ADMINISTRATIVE & SUPPORTIVE STAFF

Sr. No	Name of Post	Classification	No. of Post	Scale of Pay	Whether selection post or non-selection post	Age Limit for direct recruitment (for Cent. & State Govt. Autonomous bodies, Univ. employees)	Educational and other qualifications required for direct recruitment	Whether age & educational qualification prescribed for Direct recruits will apply in the case of promotes.
1	2	3	4	5	6	7	8	9
1	Receptionist/ Telephone Operator / Despatcher/Xerox Operator	Group C	06	PB-1 (5200- 20200) GP 1900-6 th CPC Level -02 – 7 th CPC	Selection	25 years (35 years)	S.S.C.	NA

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
1 year extendable to 2 years.	100% by direct recruitment	Not applicable	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
2	Admin. Assistant / Stenographer	Group C	08	PB-1 (5200-20200) GP 2400 – 6 th CPC Level 04 – 7 th CPC	Non-Selection Selection	28 years (35 years)	(a) A Bachelor's degree of a recognised university with three years experience in the field of Purchase & Stores /Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed Pvt. Firm. (b) A Bachelor's degree of a recognised university with a minimum speed of 80 wpm in shorthand and 40 wpm in typing. Three years experience as Stenographer in Univ./Govt./Autonomous Body/reputed Pvt..Firm Experience in computer operation / Data logging desirable.	NA

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
1 year extendable to 2 years.	(a) 75% by promotion failing which by direct recruitment (b) 25% by direct recruitment (Stenographer)	Receptionist / Telephone Operator / Despatcher/ Xerox Operator with 5 yrs continuous regular service in PB-1 (5200-20200) GP 1900 – 6 th CPC Level – 02 – 7 th CPC	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
3	Sr. Admin. Assistant / Personal Assistant	Group B	11	PB 2 (9300-34800) GP 4200- 6 th CPC Level 06 – 7 th CPC	Non-selection	30 years (35 years)	(a) A bachelor's degree of a recognised university with atleast second class with five years experience in the field of Purchase & Stores /Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed Pvt. Firm. (b) A Bachelor's degree of a recognised university with a minimum speed of 100 wpm in shorthand and 40 wpm in typing. Five years experience as Stenographer in Univ./Govt./Autonomous Body/reputed Pvt. Firm. Experience in computer operation desirable.	N.A.

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
N.A.	100% by promotion failing which by direct recruitment	5 years continuous regular service as Admn. Assistant / stenographer in PB-1 (5200-20200) GP 2400 – 6 th CPC Level 04 – 7 th CPC	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
4	Section Officer / Private Secretary	Group B	5	PB 2 (9300-34800) GP 4600 – 6 th CPC Level 07 – 7 th CPC	Non-Selection	35 years (40 years)	<p>Master's degree of a recognised University with five years experience in Personnel/Purchase & Stores/Finance/Accounts/General Administration in a University/Govt./Autonomous Body/reputed Pvt. Firm</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree of a recognised University with second class and 8 years experience in related field.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree of a recognised university with at least second class and a pass at the final examination of Institute of Chartered Accountants or a pass in SAS examination conducted by the Comptroller and Auditor General of India or equivalent thereof with three years experience in general administration/ finance and accounts in a University/Govt./Autonomous Body/ public or private sector undertaking.</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University with five years experience with a minimum speed of 120 wpm in shorthand and 40 wpm in typing as Personal Assistant in Univ./Govt./ Autonomous Body/reputed Pvt. Firm. Experience in computer operation desirable.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree of a recognised university with a minimum speed of 120 wpm in shorthand and 40 wpm in typing. Eight years experience as Personal Assistant in Univ./Govt./Autonomous Body/reputed Pvt. Firm. Experience in computer operation desirable.</p>	Yes for qualification No for age

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
N.A.	100% by promotion failing which by direct recruitment	5 years continuous regular service as Senior Admin. Assistant / Personal Assistant in PB 2 (9300-34800) GP 4200 – 6 th CPC Level – 06 – 7 th CPC. Must pass written test.	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
5	Admin. Officer	Group A	05	PB 3 (15600-39100) GP 5400 – 6 th CPC Level 10 – 7 th CPC	Selection	40 years (45 years)	Master's degree with 55% marks with five years experience in personnel/purchase & stores/Finance & accounts on govt./University/Autonomous body	N.A.

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
1 year extendable to 2 years	50% by direct recruitment and 50% by promotion failing which by transfer on deputation	5 years continuous regular service as section officer/private secretary in PB 2 (9300-34800) GP 4600 – 6 th CPC. Level – 07 – 7 th CPC Must pass written test in Accounting/ Purchase Procedure & rules/service regulations.	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
6	Senior Admin. Officer	Group A	01	PB 3 (15600-39100) GP 7600 – 6 th CPC Level 12 – 7 th CPC	Selection	45 years (50 years)	Master's degree with 55% marks with eight years experience in personnel/purchase & stores Finance & accounts on Govt./University/Autonomous Body in PB 3 15600-39100 GP 6600	N.A.

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
11	12	13	14
1 year extendable to 2 years	75% by direct recruitment and 25% by promotion failing which by transfer on deputation	8 years continuous regular service in the senior scale i.e. PB 3 15600-39100 GP 6600 / Level 11 – 7 th CPC as Administrative Officer Grade	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
7	Driver	Group C	02	PB-1 (5200-20200) GP 1900 – 6 th CPC Level 02 – 7 th CPC (55% of the total drivers strength)	Selection	30 years (35 years)	8th class pass. Must have valid driving licence for light motor vehicle and five years driving exp.	N.A.

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
1 year extendable to 2 years	100% by direct recruitment	Not applicable	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
8	Driver Grade II	Group C	01	PB-1 (5200-20200) GP 2400 – 6 th CPC Level 04 – 7 th CPC (25% of the total drivers strength)	Non-Selection	Not applicable	Not applicable	N.A.

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
N.A.	100% by promotion subject to passing of trade test	9 years continuous regular service in in PB-1 (5200-20200) GP 1900 / Level 02 – 7 th CPC as Driver	As specified in the clause 2.2 of the service conditions

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1	2	3	4	5	6	7	8	9
9	Driver Grade I	Group C	01	PB-1 (5200-20200) GP 2800 – 6 th CPC Level 05 – 7 th CPC (20% of the total drivers strength)	Non-Selection	Not applicable	Not applicable	N.A.

Period of Probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotions to be made	Composition of DPC or Selection Committee
10	11	12	13
N.A.	100% by promotion subject to passing of trade test	6 years continuous regular service in Driver Grade II or 15 years continuous regular service in Grade II & ordinary grade put together.	As specified in the clause 2.2 of the service conditions