

CRR for the Post of Librarian

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Name of Post	Classification	Scale of Pay	Whether Selection or Non-Selection Post	Age Limit for direct recruitment	Educational and other qualifications required for promotion / deputation
Librarian	Group 'A'	Rs. 15600-39100 + 5400 (GP) (PB-II)	Selection	45 Years. Relaxable by 5 years for employees of Central and State Governments and autonomous bodies and Universities.	Essential: (1) A good academic record plus Master's degree in Library Science/Information Science/Documentation Science with at least 55% of the marks or its equivalent grade where grading system is practiced and a consistently good academic record with knowledge on computerization of library; (2) A Ph.D. degree in Library Science /Information Science/Documentation Science or Allied Sciences with a consistently good academic record; (3) A minimum of 5 years of teaching/Library experience as an Assistant Librarian in University /College;
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 percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion, transfer, grades from which promotion to be made	Composition of DPC or Selection Committee	
7	8	9	10	11	
No	One Year (No Probation for Promotees)	By promotion, failing which by deputation.	For Promotion: Eight years of qualifying service in 4200 GP as Assistant Librarian. For Deputation: Analogous position in Central/ State Governments, Universities or other autonomous organizations. OR a person having eight years of service in the scale of Rs. 9300-34800 +4200 as Assistant Librarian.	<u>Selection committee/Departmental Promotion Committee</u> 1. Chairperson EC-Chairperson 2. One expert nominated by Chairperson EC 3. One expert nominated by President GC 4. One expert not below the rank of a Professor to be nominated by the Director 5. One EC member nominated by the EC of NAAC 6. Director, NAAC-Member Convener (In absence of Chairperson (EC), Director, NAAC will chair the meeting.)	

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University Grants Commission
 1, Ansari Road, New Delhi-110002

CRR for the Post of Assistant Facilitation-Cum-Liaison Officer

1 Name of Post	2 Classification	3 Scale of Pay	4 Whether Selection or Non-Selection Post	5 Age Limit for direct recruitment	6 Educational and other qualifications required for direct recruitment
Assistant Facilitation-Cum-Liaison Officer	Group 'B'	Rs. 9300-34800 + 4200 (Grade pay) (PB-2)	selection	35 Years. Relaxable by 5 years for employees of Central and State Governments and autonomous bodies and Universities.	Essential: <ol style="list-style-type: none"> i. A good academic record and Bachelor's degree with at least 55% of marks from a recognized university, having proficiency in English and good communication skills. ii. At least four years of experience in liaisoning work event management and providing logistic support for organizing seminars / workshops / meetings, etc. iii. Good working Knowledge of computers essential.
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotion	7 Period of probation	8 Methods of recruitment whether by direct recruitment or by promotion or transfer and percentage of the vacancies to be filled by various methods	9 In case of recruitment by promotion, transfer, grades from which promotion to be made	10 Composition of DPC or Selection Committee	
No	8 One Year . (No Probation for Promotees)	9 By promotion, failing which by deputation, failing which by direct recruitment	10 Promotion: 8 years continuous regular service in the grade pay of Rs. 2800 or 10 Years continuous regular service in the grade pay of Rs. 2400. Deputation: Holding analogous positions in Central or State Governments, or in Universities or in other autonomous organizations. OR Persons having 5 years of continuous service in the pay-scale of Rs. 5200-20200+2800 (GP) in relevant field.	11 <u>Selection Committee / Departmental Promotion Committee</u> <ol style="list-style-type: none"> 1) Director or his nominee, as the Chairperson of the Committee. 2) Three experts nominated by the Director 3) One expert from outside NAAC who is drawing salary higher than those of the posts concerned. 	

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 B.S.Z. Marg. New Delhi

CRR for the Post of Section Officer (Fin.)

Name of Post	Classification	Scale of Pay	Whether Selection or Non-Selection Post	Age Limit for direct recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6
Section Officer	Group 'B'	Rs. 9300-34800 + 4600 (Grade pay) (PB-2)	selection	NA	NA
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 percentage of the vacancies to be filled by various methods	In case of recruitment by promotion, transfer, grades from which promotion to be made	Composition of DPC or Selection Committee	
7	8	9	10	11	
No	One Year (No Probation for Promotees)	By promotion, failing which by deputation.	Promotion: Five years in GP 2800 OR eight years in GP 2400. Deputation: Holding analogous positions in Central or State Governments, or in Universities or in other autonomous organizations. OR persons with five years of regular service in the posts in GP of Rs. 4200/- in finance/accounts.	<u>Selection Committee / Departmental Promotion Committee</u> 1) Director or his nominee, as the Chairperson of the Committee. 2) Three experts nominated by the Director 3) One expert from outside NAAC who is drawing salary higher than those of the posts concerned.	




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CRR for the Post of Section Officer (Admin.)

Name of Post	Classification	Scale of Pay	Whether Selection or Non-Selection Post	Age Limit for direct recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6
Section Officer	Group 'B'	Rs. 9300-34800 + 4600 (Grade pay) (PB-2)	selection	NA	NA
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 percentage of the vacancies to be filled by various methods	In case of recruitment by promotion, transfer, grades from which promotion to be made	Composition of DPC or Selection Committee	
7	8	9	10	11	
NO	One Year (No Probation for Promotees)	By promotion, failing which by deputation.	Promotion: Five years in GP 2800 OR eight years in GP 2400. Deputation: Holding analogous positions in Central or State Governments, or in Universities or in other autonomous organizations. OR persons with five years of regular service in the posts in GP of Rs. 4200/- in finance/accounts.	<u>Selection Committee / Departmental Promotion Committee</u> 1) Director or his nominee, as the Chairperson of the Committee. 2) Three experts nominated by the Director 3) One expert from outside NAAC who is drawing salary higher than those of the posts concerned.	

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CRR for the Post of Private Secretary to Director

1	2	3	4	5	6
Name of Post	Classification	Scale of Pay	Whether Selection or Non-Selection Post	Age Limit for direct recruitment	Educational and other qualifications required for direct recruitment
Private Secretary to Director	Group 'B'	Rs. 9300-34800 (1500 Grade pay) (PE-2)	selection	NA	NA
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 percentage of the vacancies to be filled by various methods	In case of recruitment by promotion, transfer, grades from which promotion to be made	Composition of DPC or Selection Committee	
7	8	9	10	11	
No		By promotion.	Five years of service in GP 4200 OR Eight years of service in GP 2800.	<u>Departmental Promotion Committee</u> 1) Director or his nominee, as the Chairperson of the Committee. 2) Three experts nominated by the Director 3) One expert from outside NAAC who is drawing salary higher than those of the posts concerned.	




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CRR for the Post of Personal Assistant

1	2	3	4	5	6
Name of Post	Classification	Scale of Pay	Whether Selection or Non-Selection Post	Age Limit for direct recruitment	Educational and other qualifications required for direct recruitment
Personal Assistant	Group 'B'	Rs. 9300-34800 + 4200 (Grade pay) (PB-2)	selection	35 Years. Relaxable by 5 years for employees of Central and State Governments and autonomous bodies and Universities.	<p>Essential: A good academic record and Bachelor's degree with second class in any discipline with proficiency in English and good communication skills. Should also have experience in handling confidential matter.</p> <p>Good knowledge of computer applications with Typing speed (on Computer) of 110 w.p.m. in shorthand and 50 w.p.m. in typing speed.</p> <p>Desirable: At least three years experience in comparable post in a University/Government/ Public/ Private Sector Undertakings, etc.</p> <p>Experience in handling confidential matter.</p>
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 percentage of the vacancies to be filled by various methods	In case of recruitment by promotion, transfer, grades from which promotion to be made	Composition of DPC or Selection Committee	
7	8	9	10	11	
No	One Year (No Probation for Promotees)	By promotion, failing which by direct recruitment.	Five years of service in GP 2600 OR Eight years of service in GP 2400.	<p><u>Selection Committee / Departmental Promotion Committee</u></p> <ol style="list-style-type: none"> 1) Director or his nominee, as the Chairperson of the Committee. 2) Three experts nominated by the Director 3) One expert from outside NAAC who is drawing salary higher than those of the posts concerned. 	




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CRR for the Post of Professional Assistant

Name of Post	Classification	Scale of Pay	Whether Selection or Non-Selection Post	Age Limit for direct recruitment	Educational and other qualifications required for deputation
1	2	3	4	5	6
Professional Assistant	Group 'B' (No Probation for Promotees)	Rs. 9300-34800 + 4200 (Grade pay) (PB-2)	selection	30 Years. Relaxable by 5 years for employees of Central and State Governments and autonomous bodies and Universities.	Essential: (i) Bachelor's degree with at least a high second class from a recognized university. (ii) At least 5 years experience in word processing, data entry and DTP work. (iii) Knowledge of computers essential.
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 percentage of the vacancies to be filled by various methods	In case of recruitment by promotion, transfer, grades from which promotion to be made	Composition of DPC or Selection Committee	
7	8	9	10	11	
NO	NA	By promotion, failing which by deputation.	Promotion Five years of service in GP 2300 OR Eight years of service in GP 2400. Deputation: Persons holding analogous posts in Government, Autonomous organizations or Universities OR Five years of continuous service in the pay-scale of Rs.5200-20200+2800 (GP) in the relevant area.	<u>Selection Committee / Departmental Promotion Committee</u> 1) Director or his nominee, as the Chairperson of the Committee. 2) Three experts nominated by the Director 3) One expert from outside NAAC who is drawing salary higher than those of the posts concerned.	

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CRR for the Post of Semi Professional Assistant

Name of Post	Classification	Scale of Pay	Whether Selection or Non-Selection Post	Age Limit for direct recruitment	Educational and other qualifications required for deputation
1	2	3	4	5	6
Semi Professional Assistant	Group 'C'	Rs. 5200-20200 + 2400 (Grade pay) (PB-1)	Selection	25 Years. Relaxable by 5 years for employees of Central and State Governments and autonomous bodies and Universities.	Essential: i. A Bachelor's degree from recognized University, with at least 55% marks or its equivalent. ii. Experience of not less than three year in library/accounts/data entry and record maintenance.
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 percentage of the vacancies to be filled by various methods	In case of recruitment by promotion, transfer, grades from which promotion to be made	Composition of DPC or Selection Committee	
7	8	9	10	11	
No	NA	By promotion, failing which by deputation.	Promotion 5 years continuous regular service in the grade pays of Rs. 1900. Deputation Analogous posts in Government/autonomous organizations or Universities; OR persons having 3 years of continuous service in the pay-scale of Rs. 5200-20200+1900(GP) in the relevant area	Selection Committee / Departmental Promotion Committee 1) Director or his nominee, as the Chairperson of the Committee. 2) Three experts nominated by the Director. 3) One expert from outside NAAC who is drawing salary higher than those of the posts concerned.	

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