

ORDINANCE

PROCEDURE / NORMS FOR APPOINTMENT OF EMPLOYEES OTHER THAN TEACHERS AND ACADEMIC STAFF

28(1)(0) read with Statute 23(2) of the University Act & Statutes

The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A, B and C category and such other categories as classified by Govt. of India from time to time.

The age, qualifications and method of recruitment for appointment to various posts in the university shall be such as may be prescribed in the cadre recruitment rules or as determined by the Executive Council from time to time by the university.

The emoluments of these employees shall be as prescribed by Govt. of India / UGC from time to time.

SELECTION COMMITTEE

The Selection Committee shall comprise the following:

i. Selection Committees for the posts of Group A & B (Other than Statutory positions)

1.	Vice-Chancellor / Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor) or nominee of the Vice Chancellor not below the rank of the Professor.	Chairman
2.	Two members from amongst the members of the Executive Council to be nominated by the Executive Council	Member
3.	Two experts not in service of HNB Garhwal University to be nominated by the Vice-Chancellor	Member
4.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	Member
5.	The Head of the Department concerned	Member
6.	Registrar	Member Secretary

ii. Selection Committee for the posts of Group C

1.	Dean (any School of Studies) (to be nominated by the Vice-Chancellor)	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	Member
3.	Two members of the teaching staff of the University to be nominated by the Vice-Chancellor	Member
4.	One expert not in service of HNB Garhwal University, to be nominated by the Vice-Chancellor	Member

5.	One member who is a woman, a SC/ST co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	Member
6.	The Head of the Department concerned	Member
7.	Registrar/Deputy Registrar* (in the absence of Registrar to be nominated by the Vice-Chancellor)	(Member-Convener)

- a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.
 - b) University may conduct competitive written test/ trade test / technical test for the selection of such posts as may be prescribed in the CRR.
 - c) The candidates will be picked-up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10: 1 of the vacancies to be filled-up.
1. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
 2. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council.
 3. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C.
 4. The rules and procedures prescribed by the Govt. of India in respect of the reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI from time to time.
 5. The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
 6. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
 7. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
 8. No recommendation should be made with a condition attached to it.
 9. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.
 10. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI.
 11. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded.

12. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
13. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
14. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
15. The in-service candidates should apply through proper channel. The conditions of Age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.
16. Outstation candidates belong to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
17. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/ Statute/ Ordinance.
18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
20. The application forms will be sold and the registration fee collected as prescribed by the University from time to time. The SC/ST /Physically Handicapped candidates need not pay registration fee.
21. In cases of any disputes any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court of Uttarakhand.

SCHEDULE - I Group-'C'

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The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the maximum grade pay of Rs. 2,800/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Registrar ... Chairman
- b) Dean of School or Head of the Section concerned
- c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
- d) Deputy Registrar (Administration)

SCHEDULE - II (GROUP A & B) GROUP B

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs. 2,800/ but not exceeding Rs. 5,400/ (or the equivalent slab in the revised scale) be as follows:

- a) Pro Vice-Chancellor - Chairman
(or senior most Dean in case PVC is not available)
- b) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
- c) Head of the Department/Section concerned
- d) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)
- e) Registrar - Member Secretary

GROUP - A

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.5,400/- (or the equivalent slab in the revised scale) be as follows:

1. Vice-Chancellor - Chairman
(or PVC in case VC is not available)
2. Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
3. Head of the Department/Section concerned
4. Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)
5. Registrar - Member Secretary

PROMOTION POLICY

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Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the EC.

CADRE RECRUITMENT RULES

1. The University shall have the following methods of recruitment for employees of the university, other than teachers and other academic staff:

- i. By direct recruitment;
 - ii. By promotions;
 - iii. By deputation of employees whose services are borrowed from other organizations
 - iv. By appointment of contract service;
 - v. Re-employment of persons who retired from service
2. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a services, subject to such conditions of eligibility as may be prescribed by the Executive Council.
 3. Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.
 4. Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay of which is Rs.2,800/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-I and that exceeding Rs.2,800/- shall be as prescribed in Schedule-II
 5. The scales of pay for the posts in various employees of the university, other than teachers and other academic staff in the University shall be as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI/UGC and specified in the appointment order.
 6. Provided that the pay scales may be revised from time to time by GOI/UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he / she shall draw his emoluments.
 7. Details of qualifications, experience and age etc. for selection to the following statutory, non-teaching posts. (as per annexure.)

RECRUITMENT RULES FOR THE POST OF REGISTRAR

1.	Name of the Post	Registrar
2.	Number of Post	1
3.	Classification	Group A (Statutory Post)
4.	Pay Band and Grade Pay	PB-4; Rs. 37400-67000 (Grade Pay Rs. 10,000/.)
5.	Whether selection or non-selection post	Selection (Tenure post for 5 years)
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	Not exceeding 57 years
8.	Educational and other qualifications required for direct recruitment	<p>1) Master's degree with at least 55%* of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and /or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/-.</p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Age of superannuation- 62 years</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	On tenure basis through open selection/ deputation
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/ absorption to be made.	As above at Sl. No. 08
13.	Composition of DPC or Selection Committee.	Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER

1.	Name of the Post	Finance Officer
2.	Number of Post	1
3.	Classification	Group A (Statutory Post)
4.	Pay Band and Grade Pay	P.B.-4; Rs. 37400-67000 (Grade Pay Rs. 10,000/.)
5.	Whether selection or non-selection post	Selection (Tenure post for 5 years)
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	Not exceeding 57 Years
8.	Educational and other qualifications required for direct recruitment	<p>1) Master's degree with at least 55%* of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/ and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and /or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/.</p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Desirable: Experience with financial management/ accounts. In case of Deputation preference may be given to the Officers working in organized Accounts Services of GOI.</p> <p>Age of Superannuation-62 years</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage	On tenure basis through open selection/ deputation

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

	of the post to be filled by various methods.	
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	As above at Sl. No. 08
13.	Composition of DPC or Selection Committee.	Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATIONS

1.	Name of the Post	Controller of Examinations
2.	Number of Post	1
3.	Classification	Group A (Statutory Post)
4.	Pay Band and Grade Pay	P.B.-4; Rs.37400-67000 (G.P. Rs.10,000/-)
5.	Whether selection or non-selection post	Selection (Tenure post for 5 years)
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	Not exceeding - 57 years
8.	Educational and other qualifications required for direct recruitment	<p>1) Master's degree with at least 55%* of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/ and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and /or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post <u>in the GP of Rs. 7600/</u></p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Desirable:</p> <p>1. Ph.D. and /or Experience of University administration; Examination System and familiarity with the working of University bodies and Institutions.</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	On tenure basis through open selection/ deputation
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	As above at Sl. No. 08

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

13.	Composition of DPC or Selection Committee.	Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT RULES FOR THE POST OF LIBRARIAN

1.	Name of the Post	Librarian
2.	Number of Post	1
3.	Classification	Group A (Statutory Post)
4.	Pay Band and Grade Pay	P.B.-4; Rs.37400-67000 (AGP Rs.10,000/-)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	Not exceeding 57 years
8.	Educational and other qualifications required for direct recruitment	<p>i. A Master's Degree in Library Science /Information Science/documentation with at least 55%* marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.</p> <p>ii. At least thirteen years as a Deputy Librarian (AGP Rs. 8000/-) in a university library or eighteen years experience as a College Librarian (AGP of Rs. 6000/).</p> <p>iii. Evidence of innovative library service and organization of published work.</p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Desirable: M.Phil./Ph.D. Degree in library science/ information science / documentation/archives and manuscript-keeping.</p> <p>Age of superannuation: 62 years</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not applicable
10.	Period of probation, if any	One year
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by Direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption to be made.	N.A.

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

13.	Composition of DPC or Selection Committee.	Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT RULES FOR THE POST OF DIRECTOR OF PHYSICAL EDUCATION

1.	Name of the Post	Director Of Physical Education
2.	Number of Post	1
3.	Classification	Group A
4.	Pay Band and Grade Pay	P.B.-4; Rs. 37400-67000 (Grade Pay Rs.10,000/-)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	Not exceeding 57 years
8.	Educational and other qualifications required for direct recruitment	(i) Ph.D. in Physical Education. (ii) Experience of at least ten years as University Deputy DPE (AGP of Rs. 8000/) or fifteen years as University/College Assistant DPE (selection grade) (AGP of Rs. 7000/). (iii) Participation in at least two national/international seminars/conferences. (iv) Consistently good appraisal reports. (v) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration. (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc., Age of superannuation: As per UGC guidelines
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not applicable
10.	Period of probation, if any	One year
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	Direct recruitment
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
13.	Composition of DPC or Selection Committee.	Selection Committee as per University Statutes/Ordinances/Regulations/ UGC guidelines
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

**RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR/ DEPUTY FINANCE OFFICER/
DEPUTY CONTROLLER OF EXAMINATIONS**

1.	Name of the Post	Deputy Registrar/ Deputy Finance Officer/ Deputy Controller of Examination
2.	Number of Post	5* (subject to variation dependent on workload)
3.	Classification	Group A
4.	Pay Band and Grade Pay	P.B.-3; Rs. 15600-39100 (Grade Pay Rs. 7600/-)
5.	Whether selection or non-selection post	75% by Selection 25% by Promotion failing which Direct recruitment
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	No
7.	Age limit for direct recruitment	45 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	<p>i. Master's Degree with at least 55%* of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>Nine years experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>(ii) Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>(iii) Five years of administrative/Financial/Examinations experience as Assistant Registrar or in an equivalent post in the GP of Rs. 5400/.</p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Desirable : Knowledge of working in computerized environment</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	One Year
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	75% by Direct recruitment 25% by Promotion failing which by direct recruitment.

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Promotion : From amongst the eligible Assistant Registrars/ Assistant Finance Officers and Assistant Controller of Examinations with 5 years of the University service in Pay band 15600-39100 (Grade pay 6000/-) on regular basis. %Good+service Record/ACR
13.	Composition of DPC or Selection Committee.	Group 'A' Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT RULES FOR THE POST OF MEDICAL OFFICER/MEDICAL OFFICER (HOMEOPATHY)

1.	Name of the Post	Medical Officer
2.	Number of Post	3*
3.	Classification	Group A
4.	Pay Band and Grade Pay	PB.-3, Rs. 15600-39100 (Grade pay Rs. 5400/-)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	35 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>1. M.B.B.S Degree / BHMS Degree from a recognized University.</p> <p>2. At least three years post qualification experience.</p> <p>Desirable:</p> <p>Post-graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will be preferred.</p> <p>Note:</p> <p>For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynaecology ward.</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not applicable
10.	Period of probation, if any	One year (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by Selection
12.	In case of recruitment by promotion /deputation/absorption, grades from which promotion/deputation/absorption to be made.	N.A.
13.	Composition of DPC or Selection Committee.	Group A Selection Committee as per University Statutes/Ordinances/Regulations.
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR/ASSISTANT FINANCE OFFICER/ ASSISTANT CONTROLLER OF EXAMINATIONS

1	Name of the Post	Assistant Registrar/ Assistant Finance Officer/ Assistant Controller of Examinations
2	Number of Post	4*
3	Classification	Group A
4	Pay Band and Grade Pay	P.B.-3, Rs. 15600-39100 (Grade pay Rs. 5400/-)
5	Whether selection or non-selection post	50% by Selection 50% by Promotion failing which Direct Recruitment
6	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7	Age limit for direct recruitment	35 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8	Educational and other qualifications required for direct recruitment	Essential: Good academic record plus Masters degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category). Desirable: 1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities. 2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. Qualification. 3. Working knowledge of computers. NOTE: 1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview. 2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	No
10	Period of probation, if any	One Year extendable to another one year
11	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	50% by Direct recruitment 25% by Promotion on seniority failing which by direct recruitment. 25% by promotion through written test from among the Section Officers/Private Secretary with at least 5 years of regular service in the GP of Rs. 4600/- failing which by direct recruitment.
12	In case of recruitment by promotion /deputation/ absorption, grades from	Eligibility Condition for Promotion: Among the Section Officers/Private Secretary in the Pay

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

	which promotion/deputation/absorption to be made.	Band Rs. 9300-34800 (Grade Pay Rs. 4600/-) with at least 5 years regular service in the cadre. Good Service Record/ACR for last five years
13	Composition of DPC or Selection Committee.	Group A Selection Committee as per University Statutes/Ordinances/Regulations
14	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT RULES FOR THE POST OF PUBLIC RELATION OFFICER

1.	Name of the Post	Public Relation Officer
2.	Number of Post	1
3.	Classification	Group A (Isolated post)
4.	Pay Band and Grade Pay	P.B.-3; Rs. 15600- 39100 (Grade Pay Rs. 5400)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	35 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	Good academic record plus Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC Seven point Scale. AND Degree/Diploma in public relations/Journalism/Mass Communication with at least 3 years experience in the editorial department on pay roll of any established English/Hindi Newspaper/periodical. AND Having Good knowledge of computer AND Knowledge of (02) or more Indian Languages
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	One Year (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by direct selection through written Examinations and Interview
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
13.	Composition of DPC or Selection Committee.	Group A Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

**RECRUITMENT FOR THE POST OF SECTION OFFICER
(ADMN /ACCOUNTS/OTHER SECTIONS)**

1.	Name of the Post	Section Officer
2.	Number of Post	1* (* subject to variation dependent on workload)
3.	Classification	Group B
4.	Pay Band and Grade Pay	P.B.-2; Rs. 9300-34800 G.P. Rs. 4600/
5.	Whether selection or non-selection post	50 % by Promotion 25% by Limited departmental examination 25% by Direct Recruitment
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	35 years. (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	Graduate in any discipline. Good working knowledge of computer applications. 5 years experience as superintendent/ Sr. Asst./Accountant in the GP of Rs. 4200/- in Central/ State Universities or similar other institutions Good Record of service/ACR for last 5 years.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	No
10.	Period of probation, if any	Two Years (extendable for one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	50% by Promotion failing which by direct recruitment 25% by limited departmental examination 25% by Direct recruitment
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Promotion: Amongst the senior Assistants/Accountant working in the pay band Rs. 9300-34800 (Grade Pay Rs. 4200) with minimum period of 5 years regular service in the cadre and %Good+service record/ACR. Limited departmental examination : Amongst the senior assistants/Accountants working in the pay band Rs. 9300-34800 (Grade Pay Rs. 4200) with minimum pried of 3 years regular service in the cadre The selection will be made on the basis of written test, quality of ACRs and interview.

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

13.	Composition of DPC or Selection Committee.	Group Bq Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF SECURITY OFFICER

1.	Name of the Post	Security Officer
2.	Number of Post	1
3.	Classification	Group-B (Isolated post)
4.	Pay Band and Grade Pay	P.B.-2; Rs. 9300-34800 (Grade Pay Rs. 4600)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	No
7.	Age limit for direct recruitment	35 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules. Relaxation of upper age for Defence personnel as per Govt. of India rules)
8.	Educational and other qualifications required for direct recruitment	<p>A graduate or an equivalent qualification from a recognized university.</p> <p>At least 15 years experience in police/ para-military forces/Armed Forces of the union and held not below the rank of Sub-Inspector (Exe)/ Subedar or an equivalent position with exemplary service</p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p>Desirable: Completion of a course in Fire Fighting or Unarmed Combat course in Army or Para-Military Force.</p> <p>Note: The selected candidate has to wear Uniform after joining the University service.</p> <p>Selection will be done on the basis of an endurance, driving test of Motor Cycle followed by an interview.</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by through open selection
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

13.	Composition of DPC or Selection Committee.	Group B Selection Committee as per University Statutes/Ordinances/Regulations. The selection committee may co-opt one suitable Group A Police Officer or Commissioned officer from Armed Forces of the Union as Expert member.
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF HORTICULTURIST

1.	Name of the Post	Horticulturist (For Campus Development)
2.	Number of Post	1
3.	Classification	Group B (Isolated post)
4.	Pay Band and Grade Pay	P.B.-2; Rs. 9300-34800 (Grade Pay Rs. 4600)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	No
7.	Age limit for direct recruitment	32 Years, (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	<p>Post Graduation in Plant Science/ Horticulture/ Agriculture with at least 50% marks or its equivalent grade from a recognized University.</p> <p style="text-align: center;">AND</p> <p>Three Years of experience as Horticulturist/ Horticulture Supervisor or an equivalent position in Govt Establishment/Educational Institute or commercial establishment of repute.</p> <p>Desirable: Experience in Landscaping.</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment through Written test and Interview
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
13.	Composition of DPC or Selection Committee.	Group B Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF SPORTS COACH

1.	Name of the Post	Sports Coach
2.	Number of Post	1
3.	Classification	Group B (Isolated post)
4.	Pay Band and Grade Pay	P.B.-2; Rs 9300-34800 (Grade Pay Rs. 4600)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	No
7.	Age limit for direct recruitment	35 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
8.	Educational and other qualifications required for direct recruitment	<p>Masters degree in Physical Education.</p> <p>A Diploma in Coaching from NIS, Patiala or an equivalent qualification from a recognized University/ Institution.</p> <p>Desirable: Competence in Coaching in at least any two games at National/ International standing in sports.</p> <p>Two Years Coaching experience in the pay roll of any organization/Institutions.</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by open selection through Written Examination and Interview
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
13.	Composition of DPC or Selection Committee.	Group B Selection Committee as per University Statutes/Ordinances/ Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF SECURITY INSPECTOR

1.	Name of the Post	Security Inspector
2.	Number of Post	1
3.	Classification	Group C (Isolated post)
4.	Pay Band and Grade Pay	P.B.-1; Rs. 5200-20200 (Grade Pay Rs. 2800/-)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	No
7.	Age limit for direct recruitment	35 years. (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules. Relaxation of age for Defence personnel as per Govt of India rules)
8.	Educational and other qualifications required for direct recruitment	A Graduate or equivalent qualification from a recognized University. At least 10 years experience in police/ para - military forces/Armed Forces of the union and held not below the rank of Lance Nayak/ Havaldar (Exe.)/ or an equivalent position with exemplary service Holding a valid Driving License to ride Jeep/Motor Cycle. Note: The selected candidate has to wear Uniform after joining the University service. Selection will be done on the basis of an endurance, driving test of Motor Cycle followed by an interview.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	By Direct Recruitment
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	N.A.
13.	Composition of DPC or Selection Committee.	Group C Selection Committee as per University Statutes/Ordinances/Regulations. The selection committee may co-opt one suitable Group A Police Officer or Commissioned officer from Armed Forces of the Union as Expert member.
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF ASSISTANT MANAGER (GUEST HOUSE)

1.	Name of the Post	Assistant Manager (Guest House)
2.	Number of Post	1
3.	Classification	Group C (Isolated post)
4.	Pay Band and Grade Pay	P.B.-1; Rs 5200-20200 (Grade Pay Rs. 2400)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	30 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
8.	Educational and other qualifications required for direct recruitment	Graduate in Hospitality Management/Tourism/ Hospitality Administration with 2 yr experience in hospitality sector. OR Graduate with 5 years of experience of managing a canteen or a Mess attached to a students Hostel or Guest House of a University or Institution of Higher learning/organization or experience in Hospitality sector.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable for one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by open selection
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	N.A.
13.	Composition of DPC or Selection Committee.	Group C Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF UPPER DIVISION CLERK (UDC)

1.	Name of the Post	UDC (Upper Division Clerk)
2.	Number of Post	1* (subject to variation dependent on workload)
3.	Classification	Group C
4.	Pay Band and Grade Pay	P.B.-1; Rs 5200-20200 (Grade Pay Rs. 2400)
5.	Whether selection or non-selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	27 Years (relaxable for govt. servants up to 40 years in accordance with instructions or orders issued by GOI)
8.	Educational and other qualifications required for direct recruitment	Graduate with 50% of marks from a recognized University Proficiency of computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	50% by departmental promotion from the cadre of Lower Division Clerk (GP Rs. 1900) with eight years of continuous service in the University; and £ Good record of work/ACR. 25% by limited departmental examination from the cadre of Lower Division Clerk with five years of continuous service in the University; and £ Good record of work/ACR 25% by Direct recruitment through written examination, proficiency test and Interview
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	As per GOI, Ministry of Personnel, DOPT
13.	Composition of DPC or Selection Committee.	Group C Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT RULES FOR THE POST OF EXECUTIVE ENGINEER

1.	Name of the Post	Executive Engineer
2.	Number of Post	1
3.	Classification	Group- A
4.	Pay Band and Grade Pay	P.B.-3; Rs. 15600-39100 (Grade pay 6600)
5.	Whether selection or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	45 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in Civil Engineering from a recognized University, possessing good working knowledge of Electrical Engineering. 2. At least 15 years experience in R.C.C design, cost estimation and in designing constructing and maintaining buildings, roads and utility services like water supply, sanitary, gas and electric installations and sewage system. 3. At least 10 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5/8 years as Assistant Executive Engineer/Assistant Engineer in the pay scale of Rs.8000-13500/6500-10500/-. 4. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in planning, Architecture, Urban designing/ management, supervision/construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not applicable
10.	Period of probation, if any	One year
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	Direct recruitment
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

13.	Composition of DPC or Selection Committee.	Group A Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF ASSISTANT ENGINEER

1.	Name of the Post	Assistant Engineer (Civil/Electrical)
2.	Number of Post	02* (*subject to variation dependent on workload)
3.	Classification	Group B
4.	Pay Band and Grade Pay	P.B.-2; Rs. 9300-34800 (Grade pay Rs. 4600)
5.	Whether selection or non-selection post	50% by Selection 50% by Promotion
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	35 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	1. A Degree in Civil/ Electrical Engineering from a University/Institution recognized by AICTE. 2. At least two years post qualification experience in a government body/commercial establishment of repute as a Junior Engineer or in a similar capacity. Note: Candidates applying for the post of AE (Civil) should be able to design R.C.C work efficiently. Degree/Experience of Civil/Electrical will be applicable for the post of AE(Civil)/AE(Electrical) respectively
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not applicable
10.	Period of probation, if any	Two years (extendable for one year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	50% by Selection 50% by Promotion
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Promotion: Among the Degree/Diploma holder Junior Engineers (Civil/ Electrical) with at least 5 years of regular service in the University. %Good %service record/ACR
13.	Composition of DPC or Selection Committee.	Group B Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF ESTATE OFFICER

1.	Name of the Post	Estate Officer (Civil)
2.	Number of Post	1
3.	Classification	Group B
4.	Pay Band and Grade Pay	P.B.-2; Rs. 9300-34800 (Grade pay Rs. 4600/-)
5.	Whether selection or non-selection post	100% by Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	35 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
8.	Educational and other qualifications required for direct recruitment	(i) A Degree in Civil Engineering recognized by University /Institution. And (ii) At least 5 years post qualification experience in a government body/ Commercial establishment of repute as a Junior Engineer or in a similar capacity
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not applicable
10.	Period of probation, if any	Two years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	100% by Selection
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	N.A.
13.	Composition of DPC or Selection Committee.	Group B Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF JUNIOR ENGINEER

1.	Name of the Post	Junior Engineer (Civil / Electrical)
2.	Number of Post	04* (* subject to variation dependent on workload)
3.	Classification	Group B
4.	Pay Band and Grade Pay	P.B.-2, Rs. 9300-34800 (Grade pay Rs. 4200/-)
5.	Whether selection or non-selection post	75% by Selection 25% by Promotion failing which Direct Recruitment
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	30 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
8.	Educational and other qualifications required for direct recruitment	Essential: Degree in Civil /Electrical Engineering of a recognized University/Institute with three years experience or a Diploma in Civil/Electrical Engineering with at least five years experience in supervision of erection/maintenance of civil/electrical works. Good working knowledge of computer applications.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	75% by Selection 25% by Promotion failing which Direct recruitment
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Among the Work assistant/supervisor/ Electrician with at least 5 years of regular service in the cadre and in G.P. of Rs. 2800/.
13.	Composition of DPC or Selection Committee.	Group B Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA

RECRUITMENT FOR THE POST OF TECHNICAL ASSISTANT

1.	Name of the Post	Technical Assistant
2.	Number of Post	04* (*subject to variation dependent on workload)
3.	Classification	Group C
4.	Pay Band and Grade Pay	P.B.-1; Rs 5200-20200 (Grade Pay Rs. 2800)
5.	Whether selection or non-selection post	50% by departmental promotion from the cadre of Laboratory Assistants/Computer Operator/Data Entry Operator failing which by direct recruitment. 25% by departmental examinations. 25% by direct recruitment.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	No
7.	Age limit for direct recruitment	30 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
8.	Educational and other qualifications required for direct recruitment	Graduation in Science/Engineering/Computer Science with 50% marks. Desirable: Good working knowledge of computer applications and maintenance of computer lab. One Year experience in educational institution/university
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	50% by departmental promotion from the cadre of Laboratory Assistants/Computer Operator/Data Entry Operator having Graduation in Science/Engg/Computer Science or Diploma in relevant field with Five years of continuous service in the University in the G.P. of Rs. 2400/-; and Good record of work/ACR, failing which by direct recruitment. 25% by departmental examinations from among Laboratory Assistants/Computer Operator/Data Entry Operator with three years of continuous service in the University; and Good record of work/ACR and written examination, proficiency test and Interview 25% by Direct recruitment through written examination, proficiency test and Interview
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made.	N.A.
13.	Composition of DPC or Selection	Group C Selection Committee as per University

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

	Committee.	Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF ASSISTANT

1.	Name of the Post	Assistant
2.	Number of Post	
3.	Classification	Group C
4.	Pay Band and Grade Pay	P.B.-2; Rs. 9300-34800 (Grade Pay Rs. 4200/-)
5.	Whether selection or non-selection post	50% By Promotion 25% By Limited Departmental Examinations 25% by Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	No.
7.	Age limit for direct recruitment	30 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
8.	Educational and other qualifications required for direct recruitment	Essential: Graduate or Post Graduate with second division (50%marks) from recognized University in any discipline with working knowledge of computers. Desirable: 1. Two years experience in Educational Administration/ General Administration /Accounts & Finance/Purchase/ Personnel/HR/Legal etc. in a University/Research Institution/Government department/ bodies / PSU or reputed commercial establishment. 2. Professional qualification like LL.B. or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter).
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	For promotion amongst the UDC /Cashiers with proportionate percentage of sanctioned post working in the Pay Band Rs. 5200-20200 (Grade Pay Rs. 2800) with minimum period of 5 Years regular service in cadre with %Good+ record of service/ACR. For limited Departmental examinations 3 years experience as UDC/Cashiers with %Good % record of service/ACR and written examination, proficiency test and Interview. 25% by Direct recruitment through written examination, proficiency test and Interview
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Amongst the UDC /Cashiers with proportionate percentage of sanctioned post working in the Pay Band Rs. 5200-20200 (Grade Pay Rs. 2800) with minimum period of 5 Years regular service in cadre

HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
ORDINANCE APPROVED BY EXECUTIVE COUNCIL OF THE UNIVERSITY IN ITS 3RD MEETING HELD ON 16TH JUNE 2011

13.	Composition of DPC or Selection Committee.	Group C Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA

RECRUITMENT RULES (NON TEACHING EMPLOYEES) 2011

1.	Name of the Post	Lower Division Clerk (LDC)
2.	Number of Post	
3.	Classification	Group C
4.	Pay Band and Grade Pay	P.B. -1 Rs 5200-20200 (Grade Pay Rs. 1900/-)
5.	Whether selection or non-selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	27 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	12 th Class or equivalent qualification from recognized Board or University Computer Typing speed of 35 w.p.m in English and 30 wpm in Hindi Good working knowledge of computer applications
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	As per GOI, Ministry of Personnel, DOPT O.M.
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	As per GOI, Ministry of Personnel, DOPT, OM
13.	Composition of DPC or Selection Committee.	Group Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA

RECRUITMENT FOR THE POST OF PRIVATE SECRETARY

1.	Name of the Post	Private Secretary
2.	Number of Post	1* (* subject to variation dependent on workload)
3.	Classification	Group B
4.	Pay Band and Grade Pay	P.B.-2; Rs.9300-20400 (Grade Pay Rs.4,600/-)
5.	Whether selection or non-selection post	75 % By Promotion 25% by Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	NO
7.	Age limit for direct recruitment	35 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
8.	Educational and other qualifications required for direct recruitment	Graduate in any discipline. Computer Typing Speed 40 wpm. Stenography speed 100 wpm. A good knowledge of computers. Experience as Personal Assistant of not less than 5 years in State/Central/ Universities Promotion: Amongst the Senior Personal Assistants with 5 years of regular service in the cadre with G.P. of Rs. 4200/- and on the basis of quality of ACRs.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two Years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	25% By Selection 75% By Promotion
12.	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Amongst the Personal Assistant working in the Pay Band Rs. 9300-20400 (Grade Pay Rs.4,200/-) with minimum period of 5 Years regular service in cadre with %good+ service record/ACR For selection, written examinations, skill test and interview
13.	Composition of DPC or Selection Committee.	Group B Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.

RECRUITMENT FOR THE POST OF LABORATORY ASSISTANT

1.	Name of the Post	Laboratory Assistant
2.	Number of Post	
3.	Classification	Group C
4.	Pay Band and Grade Pay	P.B.-1, Rs.5,200-20400 (Grade Pay Rs.2,000/-)
5.	Whether selection or non-selection post	50% By Direct Recruitment 25% by Departmental Examinations 25% by promotions
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services(Pension) Rules, 1972	No
7.	Age limit for direct recruitment	27 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
8.	Educational and other qualifications required for direct recruitment	Graduate with Science having 50% marks OR 10+2 with 50% of marks with 3 Years Diploma in relevant field.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	Two years (extendable to one more year)
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	50% By Direct Recruitment, through Written Examinations and Interview 25% by Promotion, from Lab. Attendant/Multi Skill Assistants of Lab with 8 yr of service in the University in the G.P. of Rs. 1800/- with %Good+service record/ACR 25% by Departmental Examinations from Lab. Attendant /Multi skill Assistants of lab through written examinations and %Good+ service record/ACR
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
13.	Composition of DPC or Selection Committee.	Group C Selection Committee as per University Statutes/Ordinances/Regulations
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA