### 1. Recruitment Rules for the post of Professor

Name of Post			Professor		
Number of Post*	9		Ahmedabad Hyderabad Raebareli Kolkata Hajipur	* (2019)	
**			-5 (Five) -5 (Five) -5 (Five) -3 (Three) -3 (Three) -3 (Three)		
Classificati on	(3)		Ministerial		
Pay Level	(4)				
Whether selection post or non-selection post	(5)		Applicable	·	
for direct recruits	(6)		exceedin g 50 years		
qualifications required for direct recruitment	(7)		equivalent grade at the preceding degree in the appropriate branch with a very good academic record throughout and at least 10 years	experience with published works of high quality well recognised and established reputation of having made	conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas.
and educational qualification prescribed for direct recruitment will apply in the case of promotes	(8)	V*		() 12 12 12	# 2 1
Probation , if any	(9)	1(One)	year		

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

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

## 2. Recruitment Rules for the post of Associate Professor

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

deputation /absorption and percentage of vacancies to be filled by various methods  (10)  Promotion/Deputation/ Direct Recruitment	Promotion Assistant Professor with 5 (Five) years of Direct recruitment regular service.  Deputation: Faculty members from Central/State Universities or Government Institutions of Higher Education holding analogous post on regular basis OR with 5 (five) years of regular service at the level of Assistant Professor AND possessing the educational 4) Director	Composition of Selection Committee for Promotion/Deputation/Direct recruitment  1) Chairperson: Scientist/academician/professional/technologist nominated by the Board  2) One academician scientist of repute nominated by the Board/Steering Committee  3) At least two external experts in the respective specialization to be nominated by the Director.  4) Director
or by	promotion/deputation/ absorption to be made	composition
nent or by on or by on /absorption percentage of s to be filled by methods	promotion/deputation/ absorption to be made	
(10)	(11)	(12)
Promotion/Deputation/ Direct Recruitment	<u>Promotion</u> Assistant Professor with 5 (Five) years of regular service.	Composition of Selection Committee for Promotion/I Direct recruitment
	Deputation:	
	Faculty members from Central/State Universities or Government Institutions of Higher Education holding analogous post	
	on regular basis OR with 5 (five) years of regular service at the level of Assistant	At least two external experts in the specialization to be nominated by the Director.
	Professor AND possessing the educational qualifications prescribed for Direct Recruitment.	4) Director

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

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

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

of vacancies to be filled by various methods  (10)  Direct Recruitment/ Deputation  Fac	MethodofrecruitmentIn casewhetherbydirectdeputarecruitmentorbywhichpromotion or by deputationabsorp
Deputation:  Paculty members from Central/State Universities or Government Institutions	In case of recruitment by promotion/ deputation/ absorption, grades for which promotion/deputation/ absorption to be made
Composition of Selection Committee for Deputation and Direct recruitment  1) Chairperson: Scientist/academician/professional/technologist nominated by the	recruitment In case of recruitment by promotion/ y direct deputation/ absorption, grades for or by which promotion/deputation/ y deputation absorption to be made

### 4. Recruitment Rules for the post of Registrar

Post	(1)	Registrar								
Number of Post	(2)	Guwahati -1 (One)	Ahmedabad -1 (One)	Raebareli -1 (One)	Kolkata -1 (One)	Hajipur -1 (One)	*(2019)			
n	(3)	Non-								
Level	(4)	13								
selection post or non- selection post	(5)	Not	e							
limit for direct recruits	(6)	Not	g 45 years							
qualifications required for direct recruitment	(7)	Essential Qualification: Master	Degree in any discipline with at least 55% marks from	Experience:	At least 5 (Five) years of experience as Assistant	Professor in pay level 12.	12 (Twelve) years of	O	equivalent post in Central /State Govt. Organisations or	or Central / State autonomous/ other recognised institute of
and educational qualificatio n prescribed for direct recruitment will apply in the case of promotes	(8)	Yes*								
Probation , if any	(9)	1 (One)								

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

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

## 5. Recruitment Rules for the post of Assistant Registrar

Name of Post				Registrar											
Number of Post*		(2)	Carrichet: 1 (One)	Ahmedabad-1 (One)	Hyderabad-1 (One)	Racbareli-1 (One)		Kolkata-1 (One)	Hajipur-1 (One)	*(2019)					
Classification		(3)	Non-	Ministerial											
Pay Level		(4)	10												
whether selection post or non-selection	post	(5)	Not	Applicable											
for direct recruits		(6)	Not	40 years											
qualifications required for direct recruitment		(7)	Essential Qualification:	Master's degree in any discipline from recognised University/Institute.	Experience:	8 (Eight) years of relevant	supervisory position of which	at least 5 (Five) years in the	immediate lower grade pay of Section Officer/	Administrative Officer (Pay Level 8) in Central/ State	University/ Research	Institution or Central / State	autonomous/other recognised institute of repute	Desirable Qualification: Relevant Experience in the	areas of Establishment/ Examinations/ Finance.
and educational qualification prescribed	for direct recruitment will apply in the case of promotees	(8)	Yes*						ľ			CD		0	/
Probation, if any		(9)	2 (Two)	усаго											

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

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

Finance & Guwahat-1 (One) Account Officer  Hyderabad-1 (One)  Raebareli-1 (One)  Kolkata-1 (One)  Hajipur-1 (One)  *(2019)	Name of Post	9,	Number of Post*	Classification (3)	Pay Level	whet select post non- select post	Whether selection post or non-selection post	tion or recr
& Guwahat-1 (One) Ahmedaba-1 (One) Hyderabad-1 (One) Raebareli-1 (One) Kolkata-1 (One) Hajipur-1 (One) *(2019)			(2)	(3)	(4)	(n	3	
Ahmedaba-1 (One)  Hyderabad-1 (One)  Raebareli-1 (One)  Kolkata-1 (One)  Hajipur-1 (One)  *(2019)	Finance		Guwahat-1 (One)	Non-	12	Appl	Not	Vot Not Not exceeding
Hyderabad-1 (One)  Raebareli-1 (One)  Kolkata-1 (One)  Hajipur-1 (One)  *(2019)	Officer		Ahmedaba-1 (One)	171111111111111111111111111111111111111				
Raebareli-1 (One)  Kolkata-1 (One)  Hajipur-1 (One)  *(2019)			Hyderabad-1 (One)					
Kolkata-1 (One) Hajipur-1 (One) *(2019)			Raebareli-1 (One)					
Hajipur-1 (One) *(2019)			Kolkata-1 (One)					
*(2019)			Hajipur-1 (One)					
			*(2019)					

Deputation/ Direct Recruitment Officers Governments/PSUs/Universities/ Institutions/ Autonomous bodies holding analogous post on regular basis or working in the pay level 11 on regular basis AND possessing the qualifications/ experience for direct recruitment.	(10) (11)	and percentage of vacancies to be filled by various methods
Composition of Selection Committee for Deputation / Direct recruitment  1) Director - Chairperson  2) Dean  3) Two experts nominated by the Director, who shall be above the pay scale Level 12  4) Registrar, who shall also be the Secretary of the Committee	(12)	

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

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

Name of Post	(1)	Library &								
Number of Post*	(2)	Guwahati-1 (One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	*(2019)			
cation	(3)	Non- Minister								
Level	(4)	10								
selection post or non- selection post	(5)	Not Applicable								
for direct recruits	(6)	Not								
qualifications required for direct recruitment	(7)	Essential Qualification: Graduation in Library Science	university/Institute.	Experience:	5 (Five) years of experience in Management of Library and	office procedure, Data processing and communication	skills and Information Services in library under Central/State	Statutory organization /PSU/	or E other f repute	Desirable Qualification: Master Degree in library science or Library and
and educational qualification prescribed for direct recruitment will apply in the case of promotees	(8)	Not Applicable*								
Probation, if any	(9)	2 (Two) years								

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

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

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

Name Post	(1)	Estate	Officer						
of .		So.							
Number of Post*	(2)	Guwahati-1 (One)	Ahmedaba-1 (One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	*(2019)	
Classification	(3)	Non-							
Pay Level	(4)	10							
Whether selection post or non-selection post	(5)	Not Applicable							
Age limit for direct recruits	(6)	Not	45 years						
Educational and other qualifications required for direct recruitment	(7)	Essential Qualification: Bachelor degree in any	discipline from a recognized university/institute.	Experience:	5 (Five) years of experience in commissioned service in	0	not below the rank of captain or equivalent/Dy. SP of police.		
and educational qualification prescribed for direct recruitment will apply in the case of promotees	(8)	Not Applicable*							
Probation, if any	(9)	2 (Two) years							

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

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

### 9. Recruitment Rules for the post of System Engineer

Name of Post  (1)  System Engineer	System	C						model			
Number of Post*  (2)  Guwahati-1 (One)  Ahmedaba-1 (One)	Guwahati-1 (One)	Ahmedaba-1 (One)	Pochoreli 1 (One)	. ( ( )	Kolkata-1 (One)	Hajipur-1 (One)	(2019)				
Classification  (3)  Non- Ministerial	Non-										
Pay Level (4)	10										
Whether selection post or non-selection post  [5]  Not Applicable	Not										
Age limit for direct recruits  (6)  Not exceeding 40 years	Not	40 years									
ducational and other ualifications required for irect recruitment  (7)  (7)  ssential Qualification: in omputer engineering or omputer Applications from recognised.	ication:	neering ations fr	University/Institute.	5 (Five) years of experience	in systems administration	with different operating systems like UNIX	HP-AUX etc.	Proficiency in higher level languages like FORTRAN, C	and UNIX Shell	programming and Perl Scripts. Experience of	s.
Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees  (8)  Not Applicable*	Not Applicable*										
Period of Probation, if any  (9)  2 (Two) years	2 (Two)	years	V V								

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

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

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

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

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

## 11. Recruitment Rules for the post of Medical Officer

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

1) Director - Chairperson 2) Dean 3) Two experts nominated by the Director, who shall not be below the pay Level 12. 4) Registrar, who shall also be the Secretary of the Committee		
Composition of Orlandian Committee for Disease it	Not Applicable	Direct Recruitment
(12)	(11)	(10)
by direct deputation/ absorption, grades for which composition  nent or by promotion/deputation/ absorption to be ion /absorption percentage of es to be filled by methods	direct deputation/ absorption, grades for which composition by promotion/deputation/ absorption to be by made orption of e of liled by	whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods

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

## 12. Recruitment Rules for the post of Public Relation Officer

Name of Post	(1)	Public	officer							
Number of Post*	(2)	Guwahati-1 (One)	Ahmedabad-1 (One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	* (2019)		
Classification	(3)	Non-								
Pay Level	(4)	00								
whether selection post or non-selection post	(5)	Not								
for direct recruits	(6)	Not	35 years							
qualifications required for direct recruitment	(7)	Essential Qualification: Post Graduate in any	discipline from a recognised University/Institute.	<b>Experience</b> : At least 5 (five) years of experience in	Rel	7 7	/Research Institution or	ous/ ed institute	-	Ability to compose & edit press releases, newsletters
and educational qualification prescribed for direct recruitment will apply in the case of promotees	(8)	Not Applicable*								
Probation, if any	(9)	2 (Two)								

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

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

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

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

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

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

## 14. Recruitment Rules for the post of Administrative Officer

Name of Post	(1)	Administrative			26.				
Number of Post*	(2)	Guwahati-1 (One)	Ahmedabad-1(One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	*(2019)	
Classificati on	(3)	Non-							
Pay Level	(4)	00							
whether selection post or non-selection post	(5)	Not							
Age limit for direct recruits	(6)	Not	35 years						
Educational and other qualifications required for direct recruitment	(7)	Essential Qualification:	discipline from recognised Institute/ University.	Experience:	5 (Five) Years of	Section Officer (ASO) or equivalent in the Level 7 in	any Central / State Govt. or University/ PSU or	other Central / State Autonomous. Proficiency in noting and drafting.	Desirable Qualification: Proficiency in Computer operation.
whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	(8)	Yes*							
Period of Probation, if any	(9)	2 (Two)							

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

### 15. Recruitment Rules for the post of Accountant

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

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

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

Name o	(1)	Scientist/	Supervisor					in the second		
of Number of Post*	(2)	Guwahati-1 (One)	Ahmedabad-1 (One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	* (2019)		
Classification	(3)	Non-								
Pay Level	(4)	9					an gold			
Whether selection post or non-selection post	(5)	Not								
Age limit for direct recruits	(6)	Not	40 years							
Educational and other qualifications required for direct recruitment	(7)	Essential Qualification:	from a recognised	Experience:	rch/teachir	Organisations / University	/ msuruu	recognised institute of repute	Desirable Qualification:	2_(Two) years of post- qualification experience.
Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	(8)	Yes*								
Period of Probation, if any	(9)	2 (Two)								

1) Director - ( 2) Dean 3) Two expert be below th 4) Registrar, Committee	Promotion failing which by Scientist /Technical Supervisor Grade II Composition of Direct Recruitment with 4 (Four) years of regular service.	(10) (11)	Method of recruitment In case of recruitment by promotion/ deputation, grades for promotion or by deputation absorption, grades for promotion or by deputation absorption to be made of vacancies to be filled by various methods
Director - Chairperson  Dean  Two experts nominated by the Director, who shall not be below the pay Level 12	n of Selection Committee for Promotion/ Direct t	(12)	nt Promotion

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

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

	Scientist/ Technical Supervisor Grade II	
		of
Raebareli-2(Two) Kolkata-2 (Two) Hajipur-2 (Two) *(2019)	Guwahati2 (Two) Ahmedabad-2 (Two) Hyderabad-2 (Two)	Number of Post*
	Non- Ministerial	Classification
	8 4	Pay Level
	Not Applicable	Whether selection post or non-selection post
	Not exceeding 35 years	Age limit for direct recruits
Experience:  2 (Two) years of experience of research/teaching in Central State Govt. Organisations / University or Research Institution or Central / State autonomous or other recognised institute of repute	Essential Qualification:  M.Sc./ M.Pharma/ M.V.Sc. from recognised University/Institute.	Educational and other qualifications required for direct recruitment
	(8) Not Applicable*	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees
	(9) 2 (Two) years	Period of Probation, if any

Not Applicable Composition of Se	1) Director -
(12)	(12) Composition of Selection Committee for Direct recruitment

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

## 18. Recruitment Rules for the post of Junior Hindi Translator

Name of Post	(1)	Junior	Translator										
Number of Post*	(2)	Guwahati-1 (One)	Ahmedabad-1 (One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	*(2019)					
Classifica tion	(3)	Non-											
Pay Leve 1	(4)	6											
Whether selection post or non-selection post	(5)	Not											
Age limit for direct recruits	(6)	Not	35 years										
qualifications required for direct recruitment	(7)	Essential Qualification:  (i) Master's Degree of a recognized	university in Hindi or English with English or Hindi as a main subject	at the degree level. OR  (ii) Master's degree from a	recognized University in any subject with Hindi as medium of	Examination with English as a compulsory subject at degree level.	OR (iii) Bachelor's degree with Hindi	and English as main subject either of the two as medium of	Examination and other as main subject plus recognized diploma	40	Versa or two years' experience of	Translation work from Hindi to English and vice versa in Central	Desirable Qualification:  Proficiency in Computer operation
and educational qualification prescribed for direct recruitment will apply in the case of promotees	(8)	Not Applicable*											
Probation , if any	(9)	2 (Two) years											

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

## 19. Recruitment Rules for the post of Secretary to Director

Name of Post	(1)	Secretary								person (p. tr.) skala pe
Number of Post*	(2)	Guwahati-1 (One)	Ahmedabad-1 (One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	*(2019)		
Classification	(3)	Non- Ministerial								
Pay Level	(4)	00								
Whether selection post or non-selection post	(5)	Not Applicable								
Age limit for direct recruits	(6)	Not	40 years							
Educational and other qualifications required for direct recruitment	(7)	Essential Qualification:  Bachelor's Degree in any	Institute / University.	Proficiency in typing in	of 40 wpm	Experience:	5 (Five) years of experience	uivalent in ( vt./ Organis	or Centra is other r of repute	Desirable Qualification: Knowledge of Computer Applications.
Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	(8)	Not Applicable*								
Period of Probation, if any	(9)	2 (Two) vears								

	Direct Recruitment	(10)	Method of recruitment In case of whether by direct deputation/ recruitment or by promotion/d promotion or by made deputation /absorption and percentage of vacancies to be filled by various methods
	Not Applicable	(11)	deputation/ absorption, grades for which composition promotion/deputation/ absorption to be made
<ol> <li>Director - Chairperson</li> <li>Dean</li> <li>Two experts nominated by the Director, who shall not be below the pay Level 12</li> <li>Registrar, who shall also be the Secretary of the Committee</li> </ol>	Composition of Selection Committee for Direct recruitment	(12)	deputation/ absorption, grades for which composition promotion/deputation/ absorption to be made

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

# 20. Recruitment Rules for the post of Secretary to Registrar

Name of Post  (1)  Secretary to Registrar	(1)	Secretary	Registrar							
Number of Post*  (2)  Guwahati-1 (One)  Ahmedabad-1 (One)	(2)	Guwahati-1 (One)	Ahmedabad-1 (One)	Hyderabad-1 (One)	Raebareli-1 (One)	Kolkata-1 (One)	Hajipur-1 (One)	* (2019)		
Classification  (3)  Non- Ministerial	(3)	Non- Ministerial								
Pay Level (4)	(4)	00								
Whether selection post or non-selection post  [5]  Not Applicable	(5)	Not Applicable								
Age limit for direct recruits  (6)  Not exceeding 40 years	(6)	Not	40 years							
Educational and other qualifications required for direct recruitment  (7)  Essential Qualification: Bachelor's Degree in any discipline from recognised	(7)	Essential Qualification: Bachelor's Degree in any	discipline from recognised Institute/ University.	Proficiency in typing in	B	Experience: 5 (Five) veers of	perience as Personsistant or equivalent	Central/ State Govt./ Organisations /PSUs/ University/ Research	State autonomous other recognised institutes of repute	Desirable Qualification: Knowledge of Computer Applications.
Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees  [8]  Not Applicable*	(8)	Not Applicable*								
Period of Probation, if any  (9)  2 (Two) years	(9)	2 (Two) years								

recruitment or by promotion/depi promotion or by made deputation /absorption and percentage of vacancies to be filled by various methods	(10)	Direct Recruitment N	
promotion/deputation/ absorption to be made	(11)	Not Applicable	
		Composition of Selection (	<ol> <li>Director - Chairperson</li> <li>Dean</li> <li>Two experts nominate below the pay Level 12</li> <li>Registrar, who shall ali</li> </ol>
	(12)	Composition of Selection Committee for Direct recruitment	Director - Chairperson  Dean  Two experts nominated by the Director, who shall not be below the pay Level 12  Registrar, who shall also be the Secretary of the Committee

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

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

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

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

#### 22. Recruitment Rules for the post of Storekeeper

								Store	(1)	Name Post
										o <u>r</u>
		*(2019)	Hajipur-1 (One)	Kolkata-1 (One)	Raebareli-1 (One)	Hyderabad-1 (One)	Ahmedabad-1 (One)	Guwahati-1 (One)	(2)	Number of Post*
							MITTISTELLA	Non-	(3)	Classification
								7	(4)	Pay Level
							application	Not	(5)	Whether selection post or non-selection post
							35 years	Not	(6)	Age limit for direct recruits
Desirable Qualification: Proficiency in computer operation.	central / State autonomous other recognised institutes of repute	h Institution	ın Ceni Or	CD	perience:	/Institute.	mme	Qualification	(7)	Educational and other qualifications required for direct recruitment
								Not Applicable*	(8)	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees
							years	2 (Two)	(9)	Period of Probation, if any

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

### 23. Recruitment Rules for the post of Assistant Grade I

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

## 24. Recruitment Rules for the post of Assistant Grade II

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

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)

# 25. Recruitment Rules for the post of Junior Technical Assistant

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

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

<sup>\* (</sup>Relaxation of upper age limit for Departmental Candidates up to 40 years for appointment by Direct Recruitment)