



**DAYALBAGH EDUCATIONAL INSTITUTE  
(DEEMED UNIVERSITY), DAYALBAGH, AGRA**

**SUMMARY OF POSTS**

Sl. No.	Name of Post	Group	No. of post	Core Pay Scale as per 6 <sup>th</sup> CPC		New Pay Matrix
				Pay Band (Rs.)	Grade Pay (Rs.)	
<b>ADMINISTRATIVE / MINISTERIAL SERVICES</b>						
1	Registrar (Honorary)	A	01	37400-67000	10000	Level 14
2	Treasurer (Finance Officer) (Honorary)	A	01	37400-67000	10000	Level 14
3	Controller of Examination	A	01	37400-67000	10000	Level 14
4	Training & Placement Officer	A	01	15600-39100	7600	Level 12
5	Assistant Registrar	A	04	15600-39100	5400	Level 10
6	Section Officer	B	04	9300-34800	4600	Level 7
7	Assistant	B	03	9300-34800	4200	Level 6
8	Upper Division Clerk	C	03	5200-20200	2400	Level 4
9	Lower Division Clerk	C	32	5200-20200	1900	Level 2
10	Multi Tasking Staff (MTS)	C	16	5200-20200	1800	Level 1
<b>SECRETARIAL SERVICES</b>						
11	Personal Assistant	B	02	9300 – 34800	4200	Level 6
12	Stenographer	B	01	5200 – 20200	2400	Level 4
<b>LIBRARY SERVICES</b>						
13	Assistant University Librarian	A	02	15600-39100	6000	Academic Level 10
14	Professional Assistant	B	05	9300 – 34800	4200	Level 6
15	Semi Professional Assistant	C	02	5200 – 20200	2800	Level 5
16	Library Assistant	C	02	5200 – 20200	2000	Level 3
17	Library Attendant	C	01	5200 – 20200	1800	Level 1
<b>TECHNICAL/LABORATORY SERVICES</b>						
18	Senior Technical Assistant	B	07	9300 – 34800	4200	Level 6
19	Technical Assistant	C	19	5200 – 20200	2800	Level 5
20	Laboratory Assistant	C	19	5200 – 20200	2400	Level 4
21	Laboratory Attendant	C	01	5200 – 20200	1800	Level 1
<b>INFORMATION AND COMMUNICATION TECH. SERVICES</b>						



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22	Head, Computer Centre (System Manager)	A	01	15600 – 39100	7600	Level 12
23	Administrative Officer (Computers)	A	01	15600 – 39100	6600	Level 11
24	System Engineer	A	01	15600 – 39100	6600	Level 11
25	System Analyst	A	02	15600 – 39100	5400	Level 10
26	Programmer	A	02	15600 – 39100	5400	Level 10
27	Senior Technical Assistant (ICT)	B	03	9300 – 34800	4200	Level 6
28	Technical Assistant (ICT)	B	05	9300 – 34800	2800	Level 5
<b>ENGINEERING SERVICES</b>						
29	Assistant Superintendent of works	A	01	15600-39100	5400	Level 10
30	Junior Engineer	B	01	9300 – 34800	4200	Level 6
31	Generator Cum Pump Operator	C	01	5200-20200	1900	Level 2
32	Plumber	C	01	5200-20200	1900	Level 2
33	Carpenter	C	01	5200-20200	1900	Level 2
<b>PHYSICAL EDUCATION SERVICES</b>						
34	Coach (Physical Education)	C	01	9300-34800	4200	Level 6
<b>FINE ARTS SERVICES</b>						
35	Commercial Artist	C	02	5200-20200	2800	Level 5
<b>MUSIC SERVICES</b>						
36	Tabla Accompanist	C	02	5200-20200	1900	Level 2
37	Laboratory Assistant	C	02	5200-20200	2400	Level 4



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**RECRUITMENT RULES FOR THE POST OF  
REGISTRAR**

1	Name of post	<b>Registrar</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 14
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	Preferably below 57 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or</li> <li>iii) Comparable experience in research establishment and/ or other institutions of higher education, or</li> <li>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</li> </ul>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	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.	<p>Direct/Deputation for a tenure of five years or till attaining the age of 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	For Deputation as indicated at Col. 7
12	Composition of DPC or Selection Committee	<ul style="list-style-type: none"> <li>i. Vice Chancellor – Chairperson</li> <li>ii. A nominee of the Chancellor</li> <li>iii. One member of the Board of Management (BoM) nominated by BoM.</li> <li>iv. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.</li> <li>v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of candidate (s) representing these categories is/are the applicant (s), and if any of the above members of the selection committee do not belong to that category.</li> </ul>



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**RECRUITMENT RULES FOR THE POST OF  
FINANCE OFFICER**

1	Name of post	<b>Finance Officer</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 14
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	Preferably below 57 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or</p> <p>iii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. .</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	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.	<p>Direct/Deputation for a tenure of five years or till attaining the age of 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p align="center"><b>OR</b></p> <p>With three years regular service in Level 13 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p align="center"><b>OR</b></p> <p>With five years regular service in Level 12 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
12	Composition of DPC or Selection Committee	<p>i. Vice Chancellor – Chairperson</p> <p>ii. A nominee of the Chancellor</p> <p>iii. One member of the Board of Management (BoM) nominated by BoM.</p> <p>iv. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.</p> <p>v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of candidate (s) representing these categories is/are the applicant (s), and if any of the above members of the selection committee do not belong to that category.</p>



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**RECRUITMENT RULES FOR THE POST OF  
CONTROLLER OF EXAMINATION**

1	Name of post	<b>Controller of Examination</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 14
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	Preferably below 57 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or</li> <li>iii) Comparable experience in research establishment and/ or other institutions of higher education, or</li> <li>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</li> </ul>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	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.	<p>Direct/Deputation for a tenure of five years or till attaining the age of 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	For Deputation as indicated at Col. 7
12	Composition of DPC or Selection Committee	<ul style="list-style-type: none"> <li>i. Vice Chancellor – Chairperson</li> <li>ii. A nominee of the Chancellor</li> <li>iii. One member of the Board of Management (BoM) nominated by BoM.</li> <li>iv. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.</li> <li>v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of candidate (s) representing these categories is/are the applicant (s), and if any of the above members of the selection committee do not belong to that category.</li> </ul>



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**RECRUITMENT RULES FOR THE POST OF  
TRAINING & PLACEMENT OFFICER**

1	Name of post	<b>Training &amp; Placement Officer</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 12
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	50 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>Master's Degree in Management with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record with five years' experience in relevant field.</p> <p>Knowledge of Computer Applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	One year
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT REGISTRAR**

1	Name of post	<b>Assistant Registrar</b>
2	Number of post	Four (04)
3	Classification	Group – A
4	Scale of Pay	Level 10
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age limit for direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b>  Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed, shall continue to be in force..
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two years
10	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 test, test of proficiency in computer applications followed by interview failing which by deputation.  50% by Promotion.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Among the Section Officers/ Private Secretaries in Level 7 with at least three years of regular service in the cadre  <b>Note:</b> Their selection will be based on service record, APARs and seniority  <b>Deputation:</b> Officers holding analogous posts on regular basis or with three years regular service in Level 7/Level 8 in the Central /State Government, University and other autonomous organisations.
12	Composition of DPC or Selection Committee	i. Vice-Chancellor or his nominee - Chairperson ii. A nominee of the BoM iii. Head of the Department/Centre/Office concerned iv. At least two outside experts to be nominated by the Vice- Chancellor  Note: The quorum should be three out of which atleast one outside expert must be present.



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**RECRUITMENT RULES FOR THE POST OF  
SECTION OFFICER**

1	Name of post	<b>Section Officer</b>
2	Number of post	Four (04)
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> i) A Bachelor's Degree in any discipline from any recognised University/Institute.  ii) Three Years Experience as Assistant in the Level 6- or five years experience as UDC or equivalent post in the Level 4 of any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of Rs.200/- Crores.  iii) Proficiency in Computer Operation, noting and drafting.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	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 Promotion subject to qualifying the departmental test 25% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> As indicated in Col.7 above according to seniority-cum-fitness (based on written test and skill test)
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1





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**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT**

1	Name of post	<b>Assistant</b>
2	Number of post	Three (03)
3	Classification	Group – B
4	Scale of Pay	Level 6
5	Whether selection or non-selection post	Non-Selection/ Selection
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	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% promotion
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> 75% by promotion with 5 years of regular service as UDC in Level 4 according to seniority-cum-fitness  25% by promotion from UDC cadre with 3 year regular service based on departmental competitive test .
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
UPPER DIVISION CLERK**

1	Name of post	<b>Upper Division Clerk</b>
2	Number of post	Three (03)
3	Classification	Group – C
4	Scale of Pay	Level 4
5	Whether selection or non-selection post	Non-Selection Not applicable in case of Direct Recruitment
6	Age limit for direct recruits	32
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from any recognized Institute/ University.</li> <li>2. Two years experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of Rs.200/- Crores.</li> <li>3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm</li> <li>4. Proficiency in Computer Operations.</li> </ol> <p><b>Desirable:</b></p> <p>Experience in Administration/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : No
9	Period of probation, if any	Two years
10	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 promotion failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion :</b> Lower Division Clerk with five years regular service in Level 2.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
LOWER DIVISION CLERK**

1	Name of post	<b>Lower Division Clerk</b>
2	Number of post	Thirty Two (32)*
3	Classification	Group – C
4	Scale of Pay	Level 2
5	Whether selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age limit for direct recruits	30 Years
7	Education and other qualifications required for direct recruits	<b>Essential :</b> i) 10+2 or equivalent qualification from a recognised Board with minimum 50% marks. ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 Key depressions for each work) iii) Proficiency in Computer Operations.  <b>Desirable:</b> Graduate from a recognised University
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	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.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination.  Note: The panel shall be valid for a period of one year.  iii) <b>Promotion:</b> 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts with the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	As in Column No. 10
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

Note : \* The posts of Routine Clerk (6), Clerk (1), Office Assistant (23) and Key Punch Operator (2) in Level 2 has been rationalised as LDC.



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**RECRUITMENT RULES FOR THE POST OF  
MULTI TASKING STAFF**

1	Name of post	<b>Multi-Tasking Staff</b>
2	Number of post	Sixteen (16)
3	Classification	Group – C
4	Scale of Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	30 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> Matriculation or equivalent pass <b>OR</b> ITI pass*  *May be adopted as per special requirement of the posts, if any
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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 through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

Note: -The post of Office Attendant and certain other erstwhile group 'D' posts now classified as Group 'C' Posts as per 6th CPC, may be given the common designation as MTS by keeping the functional designation of the incumbent in the parenthesis. This will bring all such employees under one umbrella.



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**RECRUITMENT RULES FOR THE POST OF  
PERSONAL ASSISTANT**

1	Name of Post	<b>Personal Assistant</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Scale of Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>i) A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.</li> <li>iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</li> <li>iv) Knowledge of Computer Applications.</li> <li>v) Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.</li> </ul> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b>            Dictation: 10 minutes @ 100 w.p.m.            Transcription : 40 minutes English/55 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
STENOGRAPHER**

1	Name of Post	<b>Stenographer</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay	Level 4
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>i) A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>ii) Proficiency in Stenography in English / Hindi with minimum speed of 80wpm.</li> <li>iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</li> <li>iv) Knowledge of Computer Applications.</li> </ul> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b>  Dictation: 10 minutes @ 80 wpm.  Transcription : 40 minutes English/55 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT UNIVERSITY LIBRARIAN**

1	Name of post	<b>Assistant University Librarian</b>
2	Number of post	Two (02)
3	Classification	Group – A
4	Scale of Pay	Academic Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	40 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)</li> <li>ii) A consistently good academic record with knowledge of computerization of library.</li> <li>iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be :</li> </ul> <p><i>Provided</i> that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-</p> <ul style="list-style-type: none"> <li>a) The Ph.D. degree of the candidate has been awarded in regular mode</li> <li>b) The Ph.D. thesis has been evaluated by at least two external examiners;</li> <li>c) Open Ph.D. viva voce of the candidate had been conducted;</li> <li>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</li> <li>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</li> </ul> <p>Note :</p> <ul style="list-style-type: none"> <li>(i) The fulfillment of these conditions is to be certified</li> </ul>



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		by the Registrar or the Dean (Academic Affairs) of the university concerned.  (ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One year
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 as amended from time to time.





**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
PROFESSIONAL ASSISTANT (LIBRARY)**

1	Name of post	<b>Professional Assistant (Library)</b>
2	Number of post	Five (05)
3	Classification	Group – B
4	Scale of Pay	Level 6
5	Whether selection or non-selection post	Non-Selection Not applicable in case of Direct Recruitment
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>1. Master's Degree in Library &amp; Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p align="center"><b>OR</b></p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with three years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p>2. Knowledge of Computer Applications.</p> <p><b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	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 50% by Promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Semi Professional Assistant with five years regular service in the Grade pay of Rs.2800/-.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
SEMI PROFESSIONAL ASSISTANT (LIBRARY)**

1	Name of post	<b>Semi Professional Assistant (Library)</b>
2	Number of post	Two (02)
3	Classification	Group – C
4	Scale of Pay	Level 5
5	Whether selection or non-selection post	Non-Selection Not application in case of Direct Recruitment/Deputation
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>1. Master's Degree in Library Science and Information Science from any recognised University/Institution</p> <p align="center"><b>OR</b></p> <p>Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.</p> <p><b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	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 50% by Promotion failing which by direct recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Library Assistant with 5 years of regular service in Level 2.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
LAIBRARY ASSISTANT**

1	Name of post	<b>Library Assistant</b>
2	Number of post	Two (02)
3	Classification	Group – C
4	Scale of Pay	Level 3
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age limit for direct recruits	30 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 wpm in English or 25 wpm in Hindi. iii) Knowledge of Computer Applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	Two years
10	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 from the cadre of Library Attendant according to seniority–cum-fitness and subject to qualifying the departmental test failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
LIBRARY ATTENDANT**

1	Name of post	<b>Library Attendant</b>
2	Number of post	One (01)
3	Classification	Group – C
4	Scale of Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	30 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) 10+2 or its equivalent examination from a recognized Board.</p> <p>ii) Certificate course in Library Science from a recognized Institution.</p> <p><b>Desirable:</b></p> <p>i) Two years of experience in a University/ College/ Educational Institution Library.</p> <p>ii) Basic knowledge of computer applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
SENIOR TECHNICAL ASSISTANT**

1	Name of post	<b>Senior Technical Assistant</b>
2	Number of post	<b>Ten (07)</b>
3	Classification	Group – B
4	Scale of Pay	Level 6
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	Master's degree in relevant area like Chemistry / Botany / Zoology / Environmental Science / Biotechnology or equivalent from a recognised university/institute <b>OR</b> Bachelor's degree in relevant area like Chemistry / Botany / Zoology / Environmental Science / Biotechnology or equivalent from a recognised university/institute and having at least 02 years experience in the field of related laboratory from any University/College/research laboratory  <b>Desirable:</b> (i) Experience in handling laboratory equipments and computers (ii) Good command over English and Hindi
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification : Yes
9	Period of probation, if any	Two years
10	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 (based on written test and skill test) 50% by Promotion
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Technical Assistant with five years regular service in Level 5 with qualification as prescribed at Col.7
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
TECHNICAL ASSISTANT**

1	Name of post	<b>Technical Assistant</b>
2	Number of post	Sixteen (19)
3	Classification	Group – C
4	Scale of Pay	Level 5
5	Whether selection or non-selection post	Not Applicable for Direct Recruitment Selection for Promotion
6	Age limit for direct recruits	30 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b> Graduation in relevant subject/discipline from any recognized Institution/ University with at least 50% marks as per the requirement of the department.</p> <p>Two years experience working in a laboratory in the University/College/Research or Industry.</p> <p align="center">Or</p> <p>Three year Diploma in the relevant field from a recognised Polytechnic or equivalent approved institutions</p> <p>Three years experience working in a laboratory in the University/College/Research or Industry.</p> <p><b>Desirable:</b> Knowledge of Computer Applications</p>
8	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotions	Age : NO Qualification : YES
9	Period of probation, if any	Two years
10	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 50% By Promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion :</b> Laboratory Assistant with five years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
LABORATORY ASSISTANT**

1	Name of post	<b>Laboratory Assistant</b>
2	Number of post	Nineteen (19)
3	Classification	Group – C
4	Scale of Pay	Level 4
5	Whether selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age limit for direct recruits	32 Years
7	Education and other qualifications required for direct recruits	<b>Essential :</b> Bachelors' Degree or any other degree in the relevant field from a recognized Institute/ University <b>OR</b> Three year Diploma in the relevant field from a recognised Polytechnic or equivalent approved institutions <b>OR</b> Two years Advanced Diploma under NSQF  <b>Desirable:</b> Two Years Experience in Laboratory of Academic / Research Institution.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	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 based on seniority-cum-fitness.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Laboratory Attendant with five years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
LABORATORY ATTENDANT**

1	Name of post	<b>Laboratory Attendant</b>
2	Number of post	One (01)
3	Classification	Group – C
4	Scale of Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	30 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b> 10+2 with Science stream from any recognized Central/ State Board</p> <p align="center"><b>OR</b></p> <p>10<sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and two years experience in Laboratory of recognised University / Institution / College.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1





**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
HEAD, COMPUTER CENTRE (SYSTEM MANAGER)**

1	Name of post	<b>Head, Computer Centre (System Manager)</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 12
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	50 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b> First class M.E. /M.Tech. (Computer Science &amp;Engineering) /Information Technology) or equivalentwithfive years of relevant experience in the field of software development, System Management and administration, ERP Solutions, networking etc.</p> <p align="center"><b>OR</b></p> <p>First class B.E./B. Tech. (Computer Science &amp;Engineering/ Information Technology) or equivalent with eight years of relevant experience in the field of software development, System Management and administration, ERP Solutions, networking etc.</p> <p align="center"><b>OR</b></p> <p>First class Master in Computer Applications (MCA) OR M.Sc. (Computer Science)witheight years of relevant experience in the field of software development, System Management and administration, ERP Solutions, networking etc.</p> <p><b>Desirable:</b> <b>Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.</b></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	One year
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
ADMINISTRATIVE OFFICER (COMPUTERS)**

1	Name of post	<b>Administrative Officer (Computers)*</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 11
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	45 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b> First class M.E. /M.Tech. (Computer Science &amp;Engineering) /Information Technology) or equivalentwithtwo years of relevant experience in the field of software development, System Management and administration, ERP Solutions, networking etc.</p> <p align="center"><b>OR</b></p> <p>First class B.E./B. Tech. (Computer Science &amp;Engineering/ Information Technology) or equivalent with five years of relevant experience in the field of software development, System Management and administration, ERP Solutions, networking etc.</p> <p align="center"><b>OR</b></p> <p>First class Master in Computer Applications (MCA) OR M.Sc. (Computer Science)with five years of relevant experience in the field of software development, System Management and administration, ERP Solutions, networking etc.</p> <p><b>Desirable:</b> Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

Note : The post once vacated may be re-designated as Deputy Registrar in Level 11, for which CRRs to be suitably framed.



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**RECRUITMENT RULES FOR THE POST OF  
SYSTEM ENGINEER**

1	Name of post	<b>System Engineer</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 11
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	45 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b> First class M.E. /M.Tech. (Computer Science &amp;Engineering) /Electronics &amp; Communication Engineering) or equivalent with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First class B.E./B. Tech. (Computer Science &amp;Engineering/ Electronics &amp; Communication Engineering) or equivalent with five years of relevant experience.</p> <p><b>Desirable:</b> Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**MODEL RECRUITMENT RULES FOR THE POST OF  
SYSTEM ANALYST**

1	Name of Post	<b>System Analyst*</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – A
4	Scale of Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b> First class M.E. /M.Tech. (Computer Science &amp;Engineering)/ Information Technology) or equivalent</p> <p align="center"><b>OR</b></p> <p>First class B.E./B. Tech. (Computer Science &amp;Engineering/ Information Technology) or equivalent with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First class Master in Computer Applications (MCA) with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First class M.Sc. (Computer Science) or equivalent from a recognized University/Institute with three years of relevant experience.</p> <p><b>Desirable:</b> Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

\*Note: Two posts of Programmer as sanctioned by UGC in the GP of Rs.5400/-vide UGC letter No. F.8.-1/2008 (JCRC-OBC) dated 1.6.2010 are recommended to be rationalized as System Analyst in the same grade pay i.e. Rs.5400/- subject to approval of the UGC.



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**MODEL RECRUITMENT RULES FOR THE POST OF  
PROGRAMMER**

1	Name of Post	<b>Programmer*</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – A
4	Scale of Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b> First class M.E. /M.Tech. (Computer Science &amp;Engineering)/ Information Technology) or equivalent</p> <p align="center"><b>OR</b></p> <p>First class B.E./B. Tech. (Computer Science &amp;Engineering/ Information Technology) or equivalent with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First class Master in Computer Applications (MCA) with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First class M.Sc. (Computer Science) or equivalent from a recognized University/Institute with three years of relevant experience.</p> <p><b>Desirable:</b> Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

\*Note: The UGC sanctioned 2 posts of Programmer in the GP of Rs.4600/-vide UGC letter No. F.60-70/86 (T) dated 20.2.1986. The scale of pay for the post of Programmer is recommended to be rationalized as Programmer in the grade pay of Rs. 5400/- in order to maintain parity of posts/cadre structure in other Central University subject to approval of the UGC.



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**MODEL RECRUITMENT RULES FOR THE POST OF  
SENIOR TECHNICAL ASSISTANT (ICT)**

1	Name of post	<b>Senior Technical Assistant (ICT)</b>
2	Number of post	<b>Three (03)</b>
3	Classification	Group – B
4	Scale of Pay	Level 6
5	Whether selection or non-selection post	Non-Selection Not applicable in case of Direct Recruitment.
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute.</p> <p align="center">OR</p> <p>Master of Science in Computer Science from recognized University / Institute.</p> <p align="center">OR</p> <p>Master of Computer Applications from recognised University/ Institute.</p> <p>ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute.</p> <p><b>Desirable:</b> CCNA / CCNP or equivalent certification</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification : Yes
9	Period of probation, if any	Two years
10	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 (based on written test and skill test) 50% by Promotion
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Technical Assistant with five years regular service in Level 5 with qualification as prescribed at Col.7
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**MODEL RECRUITMENT RULES FOR THE POST OF  
TECHNICAL ASSISTANT**

1	Name of post	<b>Technical Assistant (ICT)</b>
2	Number of post	<b>Five (05)</b>
3	Classification	Group – C
4	Scale of Pay	Level 5
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	30 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>B.E/B.Tech. (Computer Science &amp; Engineering/ Electronics &amp; Communication Engineering / Information Technology) Or Equivalent.</p> <p align="center">OR</p> <p>Master in Computer Application (MCA) or equivalent.</p> <p align="center">OR</p> <p>M.Sc. (Computer Science/Information Science) from a recognized University /Institute.</p> <p align="center">OR</p> <p>B.Sc. (Computer Science) / BCA from recognized University or Institute with minimum 2 years experience in relevant field.</p> <p align="center">OR</p> <p>Three years Diploma in relevant field from a recognized Polytechnic / Institute with minimum 3 years experience in Government organisation / reputed private organisation with annual turnover of Rs.200/- Crores or above.</p>
8	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



**DAYALBAGH EDUCATIONAL INSTITUTE  
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**MODEL RECRUITMENT RULES FOR THE POST OF  
ASSISTANT SUPERINTENDENT OF WORKS**

1	Name of post	<b>Assistant Superintendent of Works*</b>
2	Number of post	One (01)
3	Classification	Group – A
4	Scale of Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) First Class Bachelor's Degree in relevant field (Civil/Electrical) from a recognised Institute/ University or equivalent.</p> <p>ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of Rs.200/- Crores.</p> <p><b>Desirable:</b> Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

\*Note: One post of Assistant Superintendent of Works in the grade pay of Rs.5400/- was sanctioned by the UGC vide its letter No. F.22-1/97 (DU) dated 27.7.1998. This post is recommended to be rationalised as Assistant Engineer in the grade pay of Rs.4600/- (Level 7) in view of the latest instructions of UGC communicated vide **letter No. .... dated .....** However, the existing incumbent will carry the existing designation and core pay scale as personal to him, as this post was sanctioned in higher scale of pay by the UGC. Once this post is vacated, the same may be filled up in the GP of Rs.4600/-with the designation of Assistant Engineer.





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**MODEL RECRUITMENT RULES FOR THE POST OF  
JUNIOR ENGINEER**

1	Name of post	<b>Junior Engineer</b>
2	Number of post	One (01)
3	Classification	Group – B
4	Scale of Pay	Level6
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>Bachelor's Degree of Engineering in relevant field from a recognised Institute/ University</p> <p><b>Desirable:</b> One year experience in relevant field preferably in construction /maintenance etc.</p> <p align="center"><b>OR</b></p> <p>Diploma in Engineering in the relevant field with three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations or reputed Private construction company with annual turnover of Rs.200 crore or above.</p> <p><b>Desirable:</b> Working knowledge of AUTOCAD, other relevant software.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
GENERATOR CUM PUMP OPERATOR**

1	Name of Post	<b>Generator cum Pump Operator</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	ITI Certificate in relevant trade with at least three years relevant experience.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
PLUMBER**

1	Name of Post	<b>Plumber</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	ITI Certificate in relevant trade with at least three years relevant experience.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
CARPENTER**

1	Name of Post	<b>Carpenter</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	ITI Certificate in relevant trade with at least three years relevant experience.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
COACH (PHYSICAL EDUCATION)**

1	Name of Post	<b>Coach (Physical Education)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Diploma in coaching from Sports Authority of India, National Institute of Sports, Patiala OR from any other recognised University/Institution.  OR Participation in Olympic /Asian Games / World Championship with certificate course in coaching Desirable: Bachelor Degree in Physical Education
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**MODEL RECRUITMENT RULES FOR THE POST OF  
COMMERCIAL ARTIST**

1	Name of post	<b>Commercial Artist</b>
2	Number of post	Two (02)
3	Classification	Group – C
4	Scale of Pay	Level 5
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	35 Years
7	Education and other qualifications required for direct recruits	Bachelor of Fine Arts or equivalent (with Specialisation in Commercial Art or Applied Art) with at least two years relevant experience.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1



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**RECRUITMENT RULES FOR THE POST OF  
TABLA ACCOMPANIST**

1	Name of Post	<b>Tabla Accompanist</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – C
4	Scale of Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Bachelor of Music or equivalent qualification from a recognised University/Institution OR Sangeet Visharad OR Intermediate with at least two years relevant experience.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	i. Vice-Chancellor or his nominee - Chairperson ii. A nominee of the BoM iii. Head of the Department/Centre/Office concerned



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**RECRUITMENT RULES FOR THE POST OF  
LABORATORY ASSISTANT**

1	Name of post	<b>Laboratory Assistant</b>
2	Number of post	Two (02)
3	Classification	Group – C
4	Scale of Pay	Level 4
5	Whether selection or non-selection post	Not Applicable
6	Age limit for direct recruits	32 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b>            Bachelors' Degree or any other degree in the relevant field from a recognized Institute/ University  <b>OR</b>            Three year Diploma in the relevant field from a recognised Polytechnic or equivalent approved institutions  <b>OR</b>            Two years Advanced Diploma under NSQF</p> <p><b>Desirable: Two Years Experience in Laboratory of Academic / Research Institution.</b></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1