



# SIKKIM UNIVERSITY

**(A Central University established by an Act of Parliament of India, 2007)**

## **Recruitment & Promotion Rules (Non-Teaching Staff) 2019**

*(Approved by the Executive Council in its 34<sup>th</sup> meeting held on 9<sup>th</sup> December 2019)*



## Sikkim University

### Recruitment & Promotion Rules (Non-Teaching Staff), 2019

The Executive Council in exercise of Powers under Section 5 (x) of Sikkim University Act 2006 and Statute 12 (2) (iv) and 24 (2) of the University, hereby makes the following rules for regulating method of recruitment and promotion to non-teaching posts in the University and the matter related thereto. With the implementation of these rules, Recruitment & Promotion Rules (Non-teaching) 2016 stands repealed.<sup>3</sup>

#### 1. Short Title and Commencement

- 1.1. These Rules shall be called “*Sikkim University Recruitment & Promotion Rules (Non-Teaching Staff) 2019*”. These Rules shall apply to all non-teaching (Group A, B & C) employees of Sikkim University, excluding the officers of the University covered under Section 10 of Sikkim University Act, 2006 (No. 10 of 2007)
- 1.2. These Rules shall come into force from the date of approval by the Executive Council.

#### 2. Definitions

- In these Rules, unless the context otherwise requires-
- i) “Act” means the Sikkim University Act, 2006 (No 10 of 2007
  - ii) “APAR” means Annual Performance Assessment Report.
  - iii) “Controller of Examinations” means the Controller of Examinations of the University.
  - iv) “Dean of School” means the Dean of a School of the University;
  - v) “Departmental Candidate” means those employees working on regular basis in Sikkim University, but does not include employees working on ad-hoc or daily wages.
  - vi) “DPC” means the Departmental Promotion Committee;
  - vii) “Employee” means any employee duly appointed by the Sikkim University through a regular Selection Committee;
  - viii) “Executive Council” means the Executive Council of the University;
  - ix) “Finance Officer” means the Finance Officer of the University;
  - x) “Financial Year” means the year starting form 1<sup>st</sup> April till 31<sup>st</sup> March of the next calendar year;
  - xi) “Government” means the Central Government;
  - xii) “Librarian” means the Librarian of the University;
  - xiii) “Limited Departmental Promotion Examination” or “Test” means a competitive test limited to certain category or categories of holders of posts conducted by the University for Promotion to a higher post specified in these Rules;
  - xiv) “MHRD” means Ministry of Human Resource Development,



- Government of India;
- xv) Non-Teaching Employee” means employee of the University including non-vacation academic staff other than University teachers and such other employees as defined otherwise;
  - xvi) “On Probation” with relation to a person, means a person appointed to any post on probation as specified in these Rules;
  - xvii) “Professor” means a Professor of the University;
  - xviii) “Pro Vice-Chancellor” means the Pro Vice-Chancellor of the University;
  - xix) “Registrar” means the Registrar of the University;
  - xx) “Regular Service” means service rendered by an employee in the Cadre on regular basis other than the service on contract/daily wages;
  - xxi) “Screening Committee” means the Committee constituted to scrutinize the applications with reference to the particulars of the candidates and essential and desirable qualifications and/or any other criteria adopted by the committee;
  - xxii) “Selection Committee” means the Committee constituted under these Rules for recommending candidates for selection;
  - xxiii) “Statute”, “Ordinance” and “Regulation” means respectively, the Statute, Ordinance and Regulations of the University made under the Sikkim University Act, 2006, for the time being in force and amended from time to time.
  - xxiv) “UGC” means University Grants Commission;
  - xxv) “University” means the Sikkim University
  - xxvi) “Vice-Chancellor” means the Vice-Chancellor of the University;

### **3. Classification**

3.1. All non-teaching posts covered under these Rules shall be categorized under the following Cadres:

- i) Administrative Cadre
- ii) Library Cadre
- iii) Computer Cadre
- iv) Medical and Health Care Cadre
- v) Official Language Cadre
- vi) Ministerial/Support Cadre
- vii) Secretarial Cadre
- viii) Engineering Cadre
- ix) Security Service Cadre
- x) Laboratory Cadre
- xi) Housekeeping and other Cadres



#### **4. Methods of Appointment:**

The following shall be the mode of appointment for various posts existing in Sikkim University in accordance with these Rules: -

- 4.1. Direct Recruitment
- 4.2. Promotion
- 4.3. Deputation/Absorption
- 4.4. Appointment on Temporary/Tenure/Contractual basis

#### **5. Sanctioned strength of posts under various cadres:**

- i) The sanctioned strength of posts under various cadres on the date of notification shall be as specified in these Recruitment Rules.
- ii) After notification of these Rules, the sanctioned strength of posts under various cadres shall be such as may, from time to time, be determined by the UGC or any other agency specified by the Govt. of India, and notified after due approval of the Executive Council of the University.

#### **6. Future Maintenance of Cadre/Posts:**

- i) All the appointments in the University after notification of these Rules, shall be made only in accordance with the provisions of these Rules. The Executive Council may add/delete such other posts and/or Cadre after notification of these Rules.
- ii) The seniority list of employee(s) borne in each cadre/posts specified in these Rules shall be maintained by the Registrar or other officer authorized for the purpose. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice Chancellor or Registrar.
- iii) The policy of the Government of India with regard to reservation, as applicable for various categories in recruitment/promotion etc. shall be applicable for all cadres.
- iv) All appointments in Centres and Projects/Schemes shall be filled as per the provisions given by the respective sponsoring authority, if any. In case of unavailability of prescribed norms by the sponsoring authority, the norms of the University shall apply.

#### **7. Number of posts, classification and scales of pay:**

The number of posts, their classification and the scales of pay attached thereto shall be as specified in these Rules.

#### **8. Method of recruitment, age limit and qualifications:**

- i) The method of recruitment, age-limit and qualification shall be as specified in these Rules.
- ii) SC/ST/OBC/PWD(PH) candidates shall be given relaxation in age, qualification, experience etc. as per the policy of the UGC/Govt. of India.
- iii) Promotions shall be given to the employees as per these Rules.
- iv) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the orders of the Govt. of India.
- v) For appointment to various Group "A" (Non-teaching) posts against



**Direct Recruitment**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix 1**. For appointment to various Group B & C (Non-teaching) posts against **Direct Recruitment**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix 2**. Every appointment through Direct Recruitment shall invariably be made after making an open advertisement in leading National, Local Newspapers/ Employment News & University website.

- vi) For **Promotion** to various posts, the composition of the Departmental Promotion Committee for different categories of posts is given in **Appendix 2**. Zone of consideration for promotion will be as per GoI Rules.
- vii) Scheme of Examination for Direct Recruitment to various posts will be as given in **Appendix 3** to **Appendix 14**. The syllabus prescribed, if required, are subject to modification/revision which will be notified at the time of advertisement.
- viii) Scheme of Examination for Limited Departmental Promotion Examination to various posts will be as given in **Appendix 15** to **Appendix 17**. Scheme of Examination for Limited Departmental Promotion to the post of LDC will be the same as for Direct Recruitment to LDC.
- ix) For **Promotion** of Staff Car Drivers' from ordinary grade to Grade-I and Grade-II shall be governed by the Model Recruitment Rules for the Staff Car Driver issued by the Government of India from time to time.
- x) Notwithstanding anything contained in these Rules, the Vice Chancellor may exigencies permit appointment on Deputation or on Contract basis.
- xi) Panel drawn for appointment by Direct Recruitment or by Promotion shall remain valid for a period of one year from the day it is drawn by the Selection Committee or DPC

**9. Date of issue of Advertisement:**

In each case, the date of issue of advertisement will be decided in advance, keeping in view the exigencies and requirements of the job. Minimum time given for submission of applications will be at least one month.

**10. Validity period of Advertisement:**

Where the Selection Committee has not even met after a lapse of 12 months from the closing date of application for any post, the post shall ordinarily be re-advertised. Provided that, if in the opinion of the Vice Chancellor the circumstances so necessitates, it may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months from the closing date of receipt of applications.

**11. Age Limit:**

- i) The upper age limit to various posts has been prescribed in the appropriate column of these Rules. However, the upper age-limit for appointment where not prescribed under these Rules will be as prescribed by the Executive Council from time to time.
- ii) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India.



## **12. Relaxation for Departmental Candidates:**

Relaxation of upper age-limit for departmental candidates shall be in accordance with the instructions or orders issued by the Government of India.

## **13. Holding of Screening Test:**

The University may devise and hold a Screening test or any other kind of Skill/Proficiency/Trade test for post(s) where Competitive Written Examination/Skill/ Proficiency/Trade Test is not the prescribed criteria of selection as per these Rules. If such Screening Test or any other kind of test is conducted, it shall be treated as part of "Screening procedure" only and shall have no weightage in the personal interview and final selection.

## **14. Consideration of candidates fulfilling "Desirable" qualification:**

In the case of availability of a large number of candidates fulfilling the "Desirable" qualification over and above the Minimum Essential Qualification, the University may call only those candidates fulfilling the "Desirable" qualification(s) for the next stage of the selection process.

## **15. Selection Committee for Direct Recruitment:**

The Selection Committees for Group A (***Other than statutory posts which are governed by Statute 18(2)***) B and Group C posts, at its own discretion, shall decide the nature or standard of interview to be conducted by it under the provisions of these Rules.

## **16. Probation:**

- i) In case of direct recruitment, the selected candidate will be kept on probation for a period of one year. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehavior. In case there is no perceivable improvement despite all this, his/ her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice.
- ii) In case of promotion to the next higher post, the employee(s) shall be kept on probation for a period of one year under these rules from the date of promotion. The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/ she shall be reverted to his previous post with immediate effect and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.

## **17. Deputation and Provision for Absorption:**

- i) In case the appointment is made on deputation basis, the incumbent may be allowed to continue for a maximum period of five years or till he/she attains the age of superannuation prescribed for that particular cadre, whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a



maximum period of five years' subject to satisfactory performance, good behaviour and high integrity. The University, however, shall have the right to repatriate the incumbent anytime even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or repatriation of the officer against whose vacancy the deputationist was working. Ordinarily, no deputationist shall be absorbed in any cadre of the University after his/her deputation period. In case, it is decided in the interest of the University to absorb any such person, then the Sikkim University administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Executive Council for a final decision. In case he/she is absorbed in the University, he/she will be assigned the bottom seniority of that particular cadre.

- ii) In case the appointment is made on deputation and there is a meager response against the advertisements/circulars issued by the University, the appointing authority may at its discretion constitute a Selection Committee or may directly order for issue of appointment letter to the candidate after satisfying his/her eligibility for the post including review of performance appraisal reports (APARs) duly forwarded by the parent department as per the advertisement.

#### **18. Residuary matters:**

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in these Rules shall be governed by the Sikkim University Act, Statutes and Ordinances, UGC/MHRD Regulations/Circulars issued and amended from time to time and Sikkim University Executive Council decisions and other orders applicable to the non-teaching employees of the University.

#### **19. Power to relax:**

When the Executive Council of the University, upon a recommendation made by the Vice Chancellor to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, relax any of the provisions of these Rules. Relaxation of Recruitment Rules is to be resorted to in respect of a class or category of persons. Relaxation shall not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.

Further, relaxation is to be resorted to on rare occasion(s) without any precedence. Such a relaxation shall not be a regular feature.

#### **20. Savings:**

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for SC, ST, OBC, PWD, Ex-servicemen and other special categories of persons, in accordance with the directives issued by the Central Government from time to time in this regard.

**21. Repeal:**

All existing rules and orders in relation to the matters covered under these rules, shall stand repealed but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these rules.

**22. Interpretations:**

Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically stated in these Rules.

**23. Territorial Jurisdiction:**

In case of any disputes, the territorial jurisdiction for adjudication shall be the state of Sikkim.

**24. Removal of difficulty:**

If any difficulty arises in implementation or operation of any of the provisions of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or specified directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or UGC/MHRD/GoI orders, which appear to be necessary for the purpose of removing such difficulty.

**25. MACP:**

The financial upgradation under MACP Scheme in respect of Non-Teaching staff of the University shall be allowed as per the provisions of the orders/guidelines of UGC/ Government of India as amended/issued from time to time.

**26. UGC Guidelines:**

For Deputy Registrar, Deputy Librarian, Assistant Registrar and Assistant Librarian, UGC has prescribed qualification and experience for direct recruitment and percentage for promotions in some cases. These have been adopted in these rules. In case of any change in the UGC guidelines for this, changed guidelines will apply.





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## PAY STRUCTURE

Sl. No.	Name of Post	Group	Pay Level & Matrix (as per 7 <sup>th</sup> CPC)	
			Pay Level	Pay Matrix
<b>ADMINISTRATIVE CADRE</b>				
1.	Deputy Registrar	A	12	78,800-2,09,200
2.	Assistant Registrar	A	10	56,100-1,77,500
3.	Internal Audit Officer	A	12	78,800-2,09,200
4.	Public Relation Officer	A	10	56,100-1,77,500
<b>LIBRARY CADRE</b>				
5.	Deputy Librarian	A	12(Academic)	79,800-2,11,500
6.	Assistant Librarian	A	10(Academic)	57,700-1,82,400
7.	Information Scientist	A	10	56,100-1,77,500
8.	Professional Assistant	B	6	35,400-1,12,400
9.	Semi Professional Assistant	C	5	29,200-92,300
10.	Library Assistant	C	3	21,700-69,100
11.	Library Attendant	C	1	18,000-56,900
<b>COMPUTER CADRE</b>				
12.	System Analyst	A	10	56,100-1,77,500
13.	Senior Technical Assistant (Computer)	B	6	35,400-1,12,400
14.	Technical Assistant (Computer)	C	5	29,200-92,300
<b>MEDICAL &amp; HEALTH CARE CADRE</b>				
15.	Medical Officer	A	10	56,100-1,77,500
16.	Staff Nurse	B	6	35,400-1,12,400
17.	Pharmacist	C	5	29,200-92,300
18.	Nursing Attendant	C	1	18,000-56,900
<b>OFFICIAL LANGUAGE CADRE</b>				
19.	Hindi Officer	A	10	56,100-1,77,500
20.	Hindi Translator	B	6	35,400-1,12,400
21.	Hindi Typist	C	2	19,900-63,200



Sl. No.	Name of Post	Group	Pay Level & Matrix (as per 7 <sup>th</sup> CPC)	
			Pay Level	Pay Matrix
<b>MINISTERIAL/SUPPORT CADRE</b>				
22.	Section Officer	B	7	44,900-1,42,400
23.	Assistant	B	6	35,400-1,12,400
24.	Upper Division Clerk	C	4	25,500-81,100
25.	Lower Division Clerk	C	2	19,900-63,200
26.	Multi-tasking Staff	C	1	18,000-56,900
<b>SECRETARIAL CADRE</b>				
27.	Private Secretary	B	7	44,900-1,42,400
28.	Personal Assistant	B	6	35,400-1,12,400
<b>ENGINEERING CADRE</b>				
29.	Executive Engineer	A	11	67,700-2,08,700
30.	Assistant Engineer	B	7	44,900-1,42,400
31.	Junior Engineer	B	6	35,400-1,12,400
<b>SECURITY SERVICE CADRE</b>				
32.	Security Officer	B	7	44,900-1,42,400
33.	Security Inspector	C	5	29,200-92,300
34.	Security Supervisor	C	5	29,200-92,300
<b>LABORATORY CADRE</b>				
35.	Technical Assistant (Laboratory)	C	5	29,200-92,300
36.	Laboratory Assistant	C	4	25,500-81,100
37.	Laboratory Attendant	C	1	18,000-56,900
<b>HOUSEKEEPING &amp; OTHER CADRES</b>				
38.	Driver	C	2	19,900-63,200
39.	Cook	C	2	19,900-63,200
40.	Kitchen Attendant	C	1	18,000-56,900
41.	Hostel Attendant	C	1	18,000-56,900



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
DEPUTY REGISTRAR**

- |   |  |
|---|--|
| 1. Name of Post   | <b>Deputy Registrar</b>  |
| 2. Number of Post   | 2 (EC:4)   |
| 3. Classification   | Group 'A'  |
| 4. Pay Band & Grade Pay/Pay Scale   | Pay Level- 12 ₹78,800 to 2,09,200  |
| 5. Whether selection or non-selection post  | Selection  |
| 6. Age limit for direct recruits  | Not exceeding 50 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.   |
| 7. Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system I followed<br>ii) Nine years of experience as Assistant Professor in the Academic level 10 and above with experience in educational administration<br><p style="text-align: center;">Or</p> Comparable experience in research establishment and /or other institution of higher education<br><p style="text-align: center;">Or</p> 5 years of administrative experience as Assistant Registrar or in equivalent post<br><br><b>Desirable:</b><br>Experience in areas like Administration, Finance, Establishment and Examination in Central/ State Government/ Universities/PSUs. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                   | <b>Age:</b> No Bar<br><b>Qualification:</b> Must possess at least Bachelor's degree from a recognized University.  |
| 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 posts | i) 75% by Direct Recruitment through interview.<br>ii) 25% by Promotion through seniority-cum-merit amongst Assistant Registrars with 5 years' service in Senior Scale.  |



Merit will be determined by the DPC on the following basis with weightage shown against each:

Grading in APARs- 20  
Length of Service- 40  
Performance in interview- 40

11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made As given at Sl. No. 10
12. Composition of DPC or Selection Committee As given in the Appendix- 1 & 2



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

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|-----|---|---|
| 1.  | Name of Post  | <b>Assistant Registrar</b>  |
| 2.  | Number of Post  | 3 (EC:4)  |
| 3.  | Classification  | Group 'A'   |
| 4.  | Pay Band & Grade Pay/Pay Scale  | Pay Level- 10 ₹ 56,100 to 1,77,500  |
| 5.  | Whether selection or non-selection post   | Selection   |
| 6.  | Age limit for direct recruits   | Not exceeding 37 years with relaxation for SC/ST/OBC/ PWD candidates as per GOI rules   |
| 7.  | Educational and other qualifications required for direct recruits   | Essential:<br>i) Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.<br>Desirable:<br>i) Knowledge of Computer Application<br>ii) Experience in areas like administrations, Finance, Establishment and examinations in Central/ State Government/ Universities/ PSU.  |
| 8.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | <b>Age:</b> No bar<br><b>Qualification:</b> At least Bachelor's Degree  |
| 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 posts | i) (a) 50% by Promotion from amongst Section Officers and Private Secretaries who have completed five years of regular service on the basis of merit.<br>(b) Merit list for the purpose of Promotion shall be prepared by the DPC on the basis of following weightage of 100 to be distributed as under:<br>Grading in APAR- 20<br>Length of Service- 40<br>Written Test and Personal Interview - 40<br>ii) 50% by Direct recruitment through written examination and interview |
| 11. | In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made      | As given at SI No. 10   |
| 12. | Composition of DPC or Selection Committee   | As given in the Appendix- 1 & 2   |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
INTERNAL AUDIT OFFICER**

- |  |   |
|--|---|
| 1. Name of Post  | <b>Internal Audit Officer</b>   |
| 2. Number of Post  | 1 (EC: 13)  |
| 3. Classification  | Group 'A'   |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 12 ₹ 78,800 to 2,09,200  |
| 5. Whether selection or non-selection post   | Not applicable  |
| 6. Age limit for direct recruits   | Not applicable  |
| 7. Educational 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 promotes                  | Not applicable  |
| 9. Period of probation, if any   | Nil   |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | On Deputation/Contract basis.   |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | Deputation/Short-term Contract:<br>Officers belonging to Audit and Accounts Services or other similar services holding analogous posts on regular basis;<br>or<br>With 3 years' regular service in the PB-3 ₹ 15600-39100 with GP ₹ 6600 and equivalent in 7 <sup>th</sup> CPC<br>or<br>With 5 years' regular service in the PB-3 ₹ 15600- 39100 with GP ₹ 5400 and equivalent in 7 <sup>th</sup> CPC |
| 12. Composition of DPC or Selection Committee  | Desirable Qualification:<br>CA/CMA/MBA (Finance)<br>As given in the Appendix-1  |





**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
PUBLIC RELATION OFFICER**

1. Name of Post	<b>Public Relation Officer</b>
2. Number of Post	1 (EC: 20 )
3. Classification	Group 'A'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 10 ₹ 56,100 to 1,77,500
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Not exceeding 37 years with relaxation for SC/ST/OBC/ PWD candidates as per GOI Rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> <ul style="list-style-type: none"><li>i) Master's degree from a recognized University with 55% marks or its equivalent grade of 'B' in the UGC seven-point scale.</li><li>ii) Relevant experience of 2 years preferably in a University or an Institution of higher learning</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>i) Should be able to liaise with press, electronic media and the public.</li><li>ii) Should be able to prepare publicity material and prepare press release/notes in English as well as in local language.</li></ul>
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100 % by Direct Recruitment through competitive written Examination & Interview.
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 given in the Appendix-1



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
DEPUTY LIBRARIAN**

1. Name of Post	<b>Deputy Librarian</b>
2. Number of Post	1 (EC:20)
3. Classification	Group 'A'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 12/ ₹79,800 to 2,11,500 (Academic)
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Not exceeding 50 years with relaxation for SC/ST/OBC/ PWD candidates as per GOI rules
7. Educational and other qualifications required for direct recruits	i) A Master's Degree in Library science/ information science/ documentation science, with at least 55% marks or an equivalent grade in a point- scale, wherever grading system is followed. ii) Eight years' experience as an Assistant University Librarian/ College Librarian. iii) Evidence of innovative library services including integration of ICT in library. iv) A PhD Degree in library science/ Information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% 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 given in the Appendix-1



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

1. Name of Post	<b>Assistant Librarian</b>
2. Number of Post	2 (EC:13 & 17)
3. Classification	Group 'A'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 10/ ₹57,700 to 1,82,400 (Academic)
5. Whether selection or non-selection post	Not-applicable
6. Age limit for direct recruits	Not exceeding 37 years with relaxation for SC/ST/OBC/PWD candidates as per GoI rules.
7. Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"><li>i) A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree, with at least 55% 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 a library.</li><li>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC ie. 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: Provided that the, candidates registered for Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By-laws/ Regulations of the Institution 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/ College/ Institutions subject to the</li></ol>



- fulfilment of the following conditions: -
- a) The Ph.D. degree of the candidate has been awarded in the regular mode
  - b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate has been conducted;
  - d) The candidate has published two research papers from his/ her Ph.D. work out of which at least one is in a referred journal;
  - e) The candidate has resented at least two papers based on his/ her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any similar agency.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes 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 posts 100% 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 given in the Appendix-1



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
INFORMATION SCIENTIST**

1. Name of Post	<b>Information Scientist</b>
2. Number of Post	1 (EC: 20)
3. Classification	Group 'A'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 10 ₹ 56,100 to 1,77,500
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Not exceeding 37 years with relaxation for SC/ST/OBC/PWD candidates as per GoI rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> BE/BTech (Computer Science/Information Technology) or equivalent with 55% or equivalent grade or Master's degree in Computer Application (MCA) or equivalent with 55% or equivalent grade or Master's degree in Library & Information Science with PG Diploma in Computer Application with 55% or equivalent grade <b>Desirable:</b> 2 years of relevant experience
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% 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 given in the Appendix-1



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
PROFESSIONAL ASSISTANT**

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| 1. Name of Post  | <b>Professional Assistant</b>  |
| 2. Number of Post  | 2 (EC:4 & 26)  |
| 3. Classification  | Group 'B'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 6 ₹ 35,400 to 1,12,400  |
| 5. Whether selection or non-selection post   | Non-Selection  |
| 6. Age limit for direct recruits   | Not exceeding 32 years with relaxation for SC/ST/OBC/PWD candidates as per GoI rules.  |
| 7. Educational and other qualifications required for direct recruits   | Master's degree in Library & Information Science;<br>or<br>Bachelor's degree in Library & Information Science with 3 years' experience in a Library at the level of Semi Professional Assistant in a college/ University Library.<br><b>Desirable:</b><br>PG Diploma in Library Automation and Networking or PGDCA |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | Age: No<br>Qualification: Yes  |
| 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 posts | i) 50% by Promotion through seniority-cum-fitness from amongst Semi-Professional Assistant with 5 years of regular service<br>ii) 50% by Direct Recruitment through competitive written examination  |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | As given at Sl. No. 10   |
| 12. Composition of DPC or Selection Committee  | As given in the Appendix-2   |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
SEMI-PROFESSIONAL ASSISTANT**

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| 1. Name of Post  | <b>Semi- Professional Assistant</b>  |
| 2. Number of Post  | 2 (EC: 13 & 19 )   |
| 3. Classification  | Group 'C'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 5 ₹ 29,200 to 92,300  |
| 5. Whether selection or non-selection post   | Non-Selection  |
| 6. Age limit for direct recruits   | Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.  |
| 7. Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>Bachelor's degree in Library & Information Science;<br><br><b>Desirable:</b><br>PG Diploma in Library Automation Networking or PGDCA. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | Age: No<br>Qualification: As given at SI No 11   |
| 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 posts | i) 50% by Promotion through seniority-cum-fitness;<br><br>ii) 50% by Direct Recruitment through competitive written examination.                           |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | <b>Promotion:</b><br>Library Assistant possessing Bachelor's degree in Library & Information Science with 5 years' regular service.                        |
| 12. Composition of DPC or Selection Committee  | As given in the Appendix-2   |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
LIBRARY ASSISTANT**

- |  |   |
|--|---|
| 1. Name of Post  | <b>Library Assistant</b>  |
| 2. Number of Post  | 2 (EC:19)   |
| 3. Classification  | Group 'C'   |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 3 ₹ 21,700 to 69,100   |
| 5. Whether selection or non-selection post   | Non-Selection   |
| 6. Age limit for direct recruits   | Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.   |
| 7. Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>Bachelor's degree in Library & Information Science;<br><br><b>Desirable:</b><br>i) Working knowledge of Computer Application as evidenced by a Diploma/ Certificate Course from a recognized institution.<br>ii) Typing, data entry operation or experience of working in a library. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees                 | Age: No<br>Qualification: As given at Sl No. 11   |
| 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 posts | i) 25% by Promotion through seniority-cum-fitness;<br>ii) 75% by Direct Recruitment through competitive written examination.  |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | <b>Promotion:</b><br>Library Attendant with 5 years' regular service and possessing Degree in Library and Information Science.  |
| 12. Composition of DPC or Selection Committee  | As given in the Appendix-2  |





**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
LIBRARY ATTENDANT**

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|--|--|
| 1. Name of Post  | <b>Library Attendant</b>   |
| 2. Number of Post  | 5 (EC: 13,19 & 26)   |
| 3. Classification  | Group 'C'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 1 ₹ 18,000 to 56,900  |
| 5. Whether selection or non-selection post   | Not applicable   |
| 6. Age limit for direct recruits   | Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.<br>No upper age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University. |
| 7. Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>i) Class 10 <sup>th</sup> standard from a recognized Board.<br><br><b>Desirable:</b><br>Class 12 <sup>th</sup> standard from a recognized Board.  |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | 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 posts | 100% by Direct Recruitment through competitive written Examination   |
| 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  | Not applicable   |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
SYSTEM ANALYST**

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|--|--|
| 1. Name of Post  | <b>System Analyst</b>  |
| 2. Number of Post  | 1 (EC:13)  |
| 3. Classification  | Group 'A'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 10 ₹ 56,100 to 1,77,500   |
| 5. Whether selection or non-selection post   | Not applicable   |
| 6. Age limit for direct recruits   | Not exceeding 37 years 'with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.  |
| 7. Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>ME/MTech (Computer Science & Engg./IT/ECE) from AICTE recognized institution with at least 55% or equivalent grade.<br><b>or</b><br>MCA with 3 years' experience in relevant area.<br><b>or</b><br>M.Sc (Computer Science) with 3 years' experience in the relevant area;<br><b>or</b><br>B.E/B/Tech (Computer Science & Engg./IT/ECE) with 3 years' experience in relevant area. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | 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 posts | 100% by Direct Recruitment through Screening test & Interview.   |
| 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 given in the Appendix-1   |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
SENIOR TECHNICAL ASSISTANT (COMPUTER)**

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|---|---|
| 1. Name of Post   | <b>Senior Technical Assistant (Computer)</b>  |
| 2. Number of Post   | 2 (EC: 19)  |
| 3. Classification   | Group 'B'   |
| 4. Pay Band & Grade Pay/Pay Scale   | Pay Level- 6 ₹ 35,400 to 1,12,400   |
| 5. Whether selection or non-selection post  | Non selection   |
| 6. Age limit for direct recruits  | Not exceeding 32 years with relaxation in upper age limit for SC/ST/OBC/ PWD candidate as per GOI Rules   |
| 7. Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>Master's degree in Computer Science/IT or MCA;<br><br><b>or</b><br>Bachelor's degree in Engineering/ Technology<br><br><b>Desirable:</b><br>Two years' experience in handling of ERP/Software development/ Networking. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                   | <b>Age:</b> No<br><b>Qualification:</b> Yes   |
| 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 posts | i) 50% by Promotion through seniority-cum-fitness, failing which by Direct Recruitment.<br><br>ii) 50% by Direct Recruitment through competitive written Examination  |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made      | Promotion:<br>Technical Assistant (Computer) with 5 years of regular service in Pay Level -5  |
| 12. Composition of DPC or Selection Committee   | As given in the Appendix-2  |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
TECHNICAL ASSISTANT**

1. Name of Post	<b>Technical Assistant (Computer Cadre)</b>
2. Number of Post	4 (EC: 13 & 26)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 5 ₹ 29,200 to 92,300
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.
7. Educational and other qualifications required for direct recruits	Bachelor's degree in Engineering/Technology in relevant subject: <b>OR</b> Diploma in Engineering in relevant field with 3 years' experience in a University/College/ Research Institute of repute handling smart class rooms, e- governance, ERP, virtual classrooms etc.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through competitive written Examination
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
MEDICAL OFFICER**

1. Name of Post	<b>Medical Officer</b>
2. Number of Post	2 (EC: 13 & 20 )
3. Classification	Group 'A'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 10 ₹ 56,100 to 1,77,500
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Not exceeding 32 years with relaxation in upper age limit for SC/ST/OBC/ PWD candidate as per GOI Rules.
7. Educational and other qualifications required for direct recruits	<b>Essential Qualification &amp; Experience:</b> MBBS degree from a recognized University as prescribed by MCI  <b>Desirable:</b> i) Post-graduate Medical Qualification from a recognized Institution by the Medical Council of India. ii) Relevant working experience of 2 years in Government Hospital or Hospital recognized by the Government.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through interview
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 given in the Appendix-1



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
STAFF NURSE**

1. Name of Post	<b>Staff Nurse</b>
2. Number of Post	1 (EC: 13 )
3. Classification	Group 'B'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 6 ₹ 35,600- 1,12,400
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Not exceeding 32 years with upper age limit relaxation in upper age limit for SC/ST/OBC/ PWD candidate as per GOI Rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Diploma in General Nursing and Midwifery or B.Sc (Nursing) from a recognized Institution/University. ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii) Relevant experience of 2 years in Government Hospital or Hospital recognized by the Government.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through competitive written Examination
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
PHARMACIST**

1. Name of Post	<b>Pharmacist</b>
2. Number of Post	1 (EC: 20)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 5 ₹ 29,200 to 92,300
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Class 12 <sup>th</sup> standard in Science subject from a recognized Board/ University ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India iii) Registered as Pharmacist under the Pharmacy Act, 1948 (8 of 1948)
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through competitive written Examination
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
NURSING ATTENDANT**

1. Name of Post	<b>Nursing Attendant</b>
2. Number of Post	1 (EC: 13)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 1 ₹ 18,000 to 56,900
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Class 10 <sup>th</sup> standard from a recognized Board/ University. ii) Relevant experience of 2 years in Government or Hospital recognized by the Government
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through competitive written Examination
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	Not applicable





**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
HINDI OFFICER**

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|--|--|
| 1. Name of Post  | <b>Hindi Officer</b>   |
| 2. Number of Post  | 1 (EC: 9 )   |
| 3. Classification  | Group 'A'  |
| 4. Pay Band & Grade Pay/Pay Scale                                    | Pay Level- 10 ₹ 56,100 to 1,77,500   |
| 5. Whether selection or non-selection post                           | Non selection  |
| 6. Age limit for direct recruits                                     | Not exceeding 37 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.   |
| 7. Educational and other qualifications required for direct recruits | <p><b>Essential:</b></p> <p>i) Good academic records with Master's degree in Hindi with English as a subject at the degree level from a recognized University.</p> <p style="text-align: center;"><b>or</b></p> <p>Master's degree in English with Hindi as a subject at the degree level from a recognized University;</p> <p style="text-align: center;"><b>or</b></p> <p>Master's degree in any subject with Hindi and English as a subject at the degree level from a recognized University.</p> <p style="text-align: center;"><b>or</b></p> <p>Master's degree in any subject with Hindi medium and English as a subject at the degree level from a recognized University;</p> <p style="text-align: center;"><b>or</b></p> <p>Master's degree in any subject with English medium and Hindi as a subject at the degree level from a recognized University;</p> <p>ii) 3 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature;</p> <p style="text-align: center;"><b>or</b></p> <p>3 years' experience of teaching, research, writing of journalism in Hindi.</p> <p>iii) Knowledge of Computer Application.</p> |



8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes Education qualification as given in SI No. 7 will apply
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 posts
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
12. Composition of DPC or Selection Committee
- i) 50% by Promotion on Seniority-cum-fitness from Hindi Translators in Pay level-7 with 5 years' experience or from Hindi Translators in Pay level-6 with 8 years' experience.  
ii) 50% by Direct Recruitment
- Deputation/Short-term Contract:**  
Officers from the Central Govt./State Govt./University System or other similar organizations: -  
a) Holding analogous posts on regular basis;  
or  
With 3 years' regular service in the posts in the Pay level-7  
or  
With 8 years' regular service in posts in the Pay level-6  
b) Possessing educational and other qualifications as laid down for direct recruits under SI No. 7
- As given in the Appendix-1



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
HINDI TRANSLATOR**

1. Name of Post	<b>Hindi Translator</b>
2. Number of Post	1 (EC: 9)
3. Classification	Group 'B'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 6 ₹35,400 to 1,12,400
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Not exceeding 32 years with relaxation in upper age for SC/ST/OBC/ PWD candidate as per GOI Rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> Good academic record with i) Master's degree in Hindi/English, with English/Hindi as core subject at degree level from a recognized University; or Master's degree in any subject, with Hindi and English as core subject at degree level from a recognized University; ii) A recognized Diploma (Certificate) course in translation from Hindi to English and vice-versa or 2 years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India Undertakings. iii) Knowledge of Hindi Typing/Computer application
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through competitive written Examination, failing which by deputation or on Short-term Contract



11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
- Deputation/Short-term Contract:**  
Officers from the Central Govt./State Govt./University System or other similar organizations: -
- a) Holding analogous posts on regular basis;  
or  
With 5 years' regular service in similar position in the Pay level-5  
or  
With 8 years' regular service in similar position in the Pay level-4
  - b) Possessing educational and other qualifications as laid down for direct recruits under SI No.7
12. Composition of DPC or Selection Committee
- Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
HINDI TYPIST**

1. Name of Post	<b>Hindi Typist</b>
2. Number of Post	1 (EC: 9)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 2 ₹19,900 to 63,200
5. Whether selection or non-selection post	Not- applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) 10+2 or equivalent from a recognized Board/University. ii) Knowledge of Hindi typing with a speed of 30 wpm
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through competitive written Examination and skill 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	Not applicable



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

1. Name of Post	<b>Section Officer</b>
2. Number of Post	4 (EC: 4)
3. Classification	Group 'B'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 7 ₹ 44,900 to 1,42,400
5. Whether selection or non-selection post	Non selection
6. Age limit for direct recruits	Not exceeding 32 years with relaxation in for SC/ST/OBC/ PWD candidate as per GOI Rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's degree from a recognized University with working knowledge of computer applications. ii) 3 years' experience as Assistant or equivalent in Pay level- 6 or equivalent in the Central/State Government/PSUs/Statutory/Autonomous Bodies. <p style="text-align: center;">or</p> 8 years' experience as UDC or equivalent in the Pay level- 6 or equivalent in the Central/State Government/PSUs/Statutory/Autonomous Bodies.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	i) 75% by Promotion through seniority-cum-fitness; ii) 25% by Direct Recruitment through competitive written Examination, failing which by Deputation or on Short-term contract.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> Assistant with 5 years' regular service in Pay level - 6 <b>Deputation/ Short-term contract</b> Officers from the Central Govt./State



Govt./University System or other similar organizations: -

a) Holding analogous posts on regular basis;

or

With 3 years' regular service in the Pay level- 4 or equivalent

b) Possessing educational and other qualifications as laid down for direct recruits under SI No.7

12. Composition of DPC or Selection Committee As given in the Appendix-2



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

- |   |  |
|---|--|
| 1. Name of Post   | <b>Assistant</b>   |
| 2. Number of Post   | 8 (EC:4,13,19 & 20)  |
| 3. Classification   | Group 'B'  |
| 4. Pay Band & Grade Pay/Pay Scale   | Pay Level- 6 ₹ 35,400 to 1,12,400  |
| 5. Whether selection or non-selection post  | Non Selection  |
| 6. Age limit for direct recruits  | Not exceeding 32 years with relaxation in upper age for SC/ST/OBC/ PWD candidate as per GOI Rules.   |
| 7. Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>i) Bachelor's degree from a recognized University.<br>ii) 6 years' experience as UDC or equivalent in the Pay level- 4 or equivalent in the Central/State Government/PSUs/Statutory/ Autonomous Bodies.<br>iii) Working knowledge of Computer applications. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                   | 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 posts | i) 50% by Promotion through seniority-cum-fitness;<br>ii) 25% by Limited Departmental Promotion Examination;<br>iii) 25% by Direct Recruitment through competitive written Examination, failing which by Deputation or on short-term Contract.                                   |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made      | <b>Promotion:</b><br>UDC with 5 years' regular service in Pay level- 4<br><b>Limited Departmental Promotion Examination:</b><br>UDC with 3 years' regular service in Pay level- 4  |
| 12. Composition of DPC or Selection Committee   | As given in the Appendix-2   |





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

- |  |  |
|--|--|
| 1. Name of Post  | <b>Upper Division Clerk</b>  |
| 2. Number of Post  | 8 (EC: 4, 13, 19, & 20)  |
| 3. Classification  | Group 'C'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 4 ₹ 25,500 to 81,100  |
| 5. Whether selection or non-selection post   | Non Selection  |
| 6. Age limit for direct recruits   | Not applicable   |
| 7. Educational 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 promotees                 | 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 posts | i) 75% by Promotion through seniority-cum-fitness form amongst LDCs & Hindi Typist with 5 years of regular service.<br>ii) 25% by Limited Departmental Promotion from amongst LDCs & Hindi Typist with 3 years of regular service. |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | As given in SI No.10   |
| 12. Composition of DPC or Selection Committee  | As given in the Appendix-2<br>Note:<br>For purpose of Promotion, combined seniority of LDCs and Hindi Typist will be maintained. Inter-Se-Seniority will be determined by the joining date.  |



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

- |   |  |
|---|--|
| 1. Name of Post   | <b>Lower Division Clerk</b>  |
| 2. Number of Post   | 17(EC: 4, 13, 19 & 20)   |
| 3. Classification   | Group 'C'  |
| 4. Pay Band & Grade Pay/Pay Scale   | Pay Level- 2 ₹ 19,900 to 63,200  |
| 5. Whether selection or non-selection post  | Selection  |
| 6. Age limit for direct recruits  | Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.<br><br>No upper age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University.   |
| 7. Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>i) Class 12 <sup>th</sup> standard from a recognized Board/University<br>ii) Typing speed of 40 wpm in English or 35 wpm in Hindi on Computer.<br>iii) Working knowledge of Word processing, spreadsheet, computer applications etc.<br><br><b>Desirable:</b><br>Bachelor's degree from a recognized Institute/ University and working experience in any Government department (state or central) or an Organization of repute. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees                  | Age- No<br>Qualification- as given in Sl No. 7 (ii) & (iii)  |
| 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 posts | i) 80% by Direct recruitment through competitive written examination and qualifying skill test.<br>ii) 20% by Limited Departmental Promotion Examination and qualifying skill test from amongst Multi-tasking staff and those posts in the entry grade of Group- C i.e, who possess at   |



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least Class 10<sup>th</sup> standard qualification and have rendered 5 years of regular service in the grade.

- |   |                            |
|---|----------------------------|
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | As stated at SI No 10      |
| 12. Composition of DPC or Selection Committee   | As given in the Appendix-2 |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
PRIVATE SECRETARY**

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|--|--|
| 1. Name of Post  | <b>Private Secretary</b>   |
| 2. Number of Post  | 5 (EC: 4 & 19 )  |
| 3. Classification  | Group 'B'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 7 ₹ 44,900 to 1,42,400  |
| 5. Whether selection or non-selection post   | Non Selection  |
| 6. Age limit for direct recruits   | Not exceeding 32 years' relaxation for SC/ST/OBC/ PWD candidate as per GOI Rules.  |
| 7. Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>i) Bachelor's degree with 5 years' experience as Personal Assistant in the Pay level- 6<br>ii) Stenography in English with speed of 120 wpm                                 |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | 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 posts | i) 50% by Promotion through seniority-cum-fitness failing which by Direct Recruitment.<br>ii) 50% by Direct recruitment through competitive written examination and qualifying Stenography test. |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | <b>Promotion:</b><br>Personal Assistant having 5 years' regular service in the Pay level-6 through seniority-cum-fitness and qualifying the Stenography test                                     |
| 12. Composition of DPC or Selection Committee  | As given in the Appendix-2   |



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

1. Name of Post	<b>Personal Assistant</b>
2. Number of Post	3 (EC: 13 & 20)
3. Classification	Group 'B'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 6 ₹ 35,400 to 1,42,400
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Not exceeding 32 years' relaxation for SC/ST/OBC/ PWD candidate as per GOI Rules
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's degree in any discipline from a recognized University ii) Stenography in English with speed of 100 wpm iii) Knowledge of Computer Application
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	i) 100% by Direct recruitment through competitive written examination and qualifying Stenography (skill) 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	Not Applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
EXECUTIVE ENGINEER**

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|---|--|
| 1. Name of Post   | <b>Executive Engineer</b>  |
| 2. Number of Post   | 1 (EC: 13)   |
| 3. Classification   | Group 'A'  |
| 4. Pay Band & Grade Pay/Pay Scale   | Pay Level- 11 ₹ 67,700 to 2,08,700   |
| 5. Whether selection or non-selection post  | Non Selection  |
| 6. Age limit for direct recruits  | Not exceeding 40 years with relaxation in upper age for SC/ST/OBC/ PWD candidate as per GOI Rules.   |
| 7. Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>i) Degree in Civil Engineering from a recognised University<br>ii) 8 years' experience as an Assistant Engineer in CPWD/PWD/University/Autonomous bodies/PSUs<br><b>Desirable:</b><br>i) 2 years' experience as Assistant Executive Engineer in CPWD/PWD/ University/Autonomous bodies/PSUS |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                   | 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 posts | i) 50% by Direct recruitment through Screening test and interview failing which by deputation or on short term contract<br>ii) 50% by promotion through seniority-cum-fitness, failing which by deputation or on short term contract   |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made      | <b>Promotion:</b><br>Assistant Engineers with 8 years of regular service<br><b>Deputation:</b><br>Holding analogous post in CPWD/PWD/Autonomous bodies   |
| 12. Composition of DPC or Selection Committee   | As given in Appendix-1 & 2   |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
ASSISTANT ENGINEER**

- |  |  |
|--|--|
| 1. Name of Post  | <b>Assistant Engineer</b>  |
| 2. Number of Post  | 1 (EC: 17)   |
| 3. Classification  | Group 'B'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 7 ₹ 44,900 to 1,42,400  |
| 5. Whether selection or non-selection post   | Non Selection  |
| 6. Age limit for direct recruits   | Not exceeding 32 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.  |
| 7. Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>i) Bachelor's degree in Civil/Electrical engineering from a recognized Institute/University.<br>ii) 5 years' experience in relevant field from an organization of repute/from the Central/State Government, Universities and other Autonomous organizations.<br><br><b>Desirable:</b><br>Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | 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 posts | i) 50% by Promotion through seniority-cum-fitness;<br>ii) 50% by Direct Recruitment through competitive written examination, failing which by Deputation or on Short-term Contract   |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | <b>Promotion:</b><br>5 years' regular service as Junior Engineer in Pay level- 6<br><br><b>Deputation/ Short-term Contract:</b><br>Officers of the CPWD/State Government PWD services or similar organized services/ Semi  |



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Government/PSU/ Statutory or Autonomous organization/ University System: -  
Holding analogues post on regular basis or 5 years' regular service as Junior Engineer in Pay level- 6

12. Composition of DPC or Selection Committee As given in the Appendix-2





**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
JUNIOR ENGINEER**

1.	Name of Post	<b>Junior Engineer</b>
2.	Number of Post	2 (EC: 17)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay/Pay Scale	Pay Level- 6 ₹ 35,400 to 1,12,400
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	Not exceeding 32 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's degree in Civil/Electrical engineering from a recognized Institute/ University;  or 3 years Diploma in Civil/Electrical engineering in from an AICTE recognized Institute/ University having a minimum 2 years' experience in relevant field in the Central/State Government, University System and other organization of repute.  <b>Desirable:</b> Working knowledge of AUTOCAD, other relevant software.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through Competitive written examination.
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
SECURITY OFFICER**

- |   |   |
|---|---|
| 1. Name of Post   | <b>Security Officer</b>   |
| 2. Number of Post   | 1 (EC: 17)  |
| 3. Classification   | Group 'B'   |
| 4. Pay Band & Grade Pay/Pay Scale   | Pay Level- 7 ₹ 44,900 to 1,42,400   |
| 5. Whether selection or non-selection post  | Non Selection   |
| 6. Age limit for direct recruits  | Note exceeding 32 years with relaxation in upper ages for SC/ST/OBC/ PWD/Ex-servicemen candidate as per GOI Rules.  |
| 7. Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>i) Bachelor's degree with 5 years' experience as Security Supervisor/ Security Inspector/Supervisory position in a Govt. Office. Educational Institution/Private Organization of repute;<br>or<br>Persons who have served in the Army or Police or Par Military forces at JCO level or above with at least being a graduate and<br>ii) In both cases above, the person should be conversant with security rules and procedures and should be able to liaise with Police and deal with Public |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                   | Education- Yes<br>Age- 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 posts | i) 50% by promotion based on Seniority-cum-fitness from amongst Security Supervisor/ Security Inspector with 5 years of regular service.<br>ii) 50% by Direct Recruitment through Competitive written examination and interview.  |

**Note:** Date of Joining will determine the inter-seniority amongst Security Supervisor and Security Inspector. In case of non-filling up of vacancy, recruitment can be done by Direct Recruitment/Deputation/Short term contract.



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11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
- Deputation/Short-term contract:**  
Officers from the Central/State Government, Universities and other Autonomous organization: Holding analogous post on regular basis;  
or  
With 5 years' regular service in pay level-6 in Security Units.
12. Composition of DPC or Selection Committee
- As given in the Appendix- 2



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
SECURITY INSPECTOR**

1. Name of Post	<b>Security Inspector</b>
2. Number of Post	1 (EC: 19)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 5 ₹ 29,200 to 92,300
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> 10+2 or equivalent from a recognized Board/ University; and i) NCC 'C' certificate; and ii) Should be conversant with security rules and procedures and should be able to liaise with police  or An ex-serviceman who was holding position of Jr. Commissioned Officer before retirement.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through Competitive written examination.
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
SECURITY SUPERVISOR**

1. Name of Post	<b>Security Supervisor</b>
2. Number of Post	1 (EC: 13)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 5 ₹ 29,200 to 92,300
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> 10+2 or equivalent from a recognized Board/ University; and i) NCC 'C' certificate; and ii) Should be conversant with security rules and procedures and should be able to liaise with police  or An ex-serviceman who was holding position of Jr. Commissioned Officer before retirement.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through Competitive written examination.
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
TECHNICAL ASSISTANT (LABORATORY)**

1. Name of Post	<b>Technical Assistant (Laboratory)</b>
2. Number of Post	7 (EC: 20)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 5 ₹ 29,200 to 92,300
5. Whether selection or non-selection post	Non Selection
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/ PWD candidates as per GOI Rules.
7. Educational and other qualifications required for direct recruits	Master's degree in any Science subject or Bachelor's degree in Science subject with 3 years' experience in a University/College/ Research Institute in handling laboratory.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	i) 50% from Laboratory Assistant with 5 years of regular service on seniority-cum-fitness subject to the condition of having Bachelor's degree in the relevant field. ii) 50% by direct recruitment on the basis of competitive examination.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	As given at Sl. No. 10
12. Composition of DPC or Selection Committee	As given in Appendix- 2



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

1. Name of Post	<b>Laboratory Assistant</b>
2. Number of Post	10 (EC: 13,18,19 & 20)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 4 ₹ 25,500 to 81,100
5. Whether selection or non-selection post	Non Selection
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's degree in Science or other relevant field from a recognized Institute/ University; or Diploma in relevant field of Engineering/ Technology from recognized Polytechnic/ Institute; or ITI trade certificate possessing Class 10 <sup>th</sup> standard with 5 years of work experience in relevant field. <b>Desirable:</b> Experience in Science Laboratories of Academic/Research Institute
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	i) 50% by Promotion from Laboratory Assistant with 5 years of regular service on seniority-cum-fitness subject to the condition of having Bachelor's degree in the relevant field. ii) 50% by Direct Recruitment through competitive written examination.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made	As given at Sl. No. 10
12. Composition of DPC or Selection Committee	As given in Appendix- 2



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
LABORATORY ATTENDANT**

1. Name of Post	<b>Laboratory Attendant</b>
2. Number of Post	10 (EC: 13,20 & 26)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 1 ₹ 18,000 to 56,900
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.  No age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> Class 10 <sup>th</sup> standard (with Science as one of the subjects) from a recognized School/Board.  <b>Desirable:</b> Class 12 <sup>th</sup> standard in Science from a recognized School/Board.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through competitive written examination
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	Not applicable





**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
DRIVER**

1. Name of Post	<b>Driver</b>
2. Number of Post	5 (EC: 13&20)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 2 ₹ 19,900 to 63,200
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.  No age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) 10 <sup>th</sup> standard from a recognized Board ii) Valid license holder of heavy/medium motor Vehicles iii) At least 3 years' experience in driving a light/heavy/medium vehicle with knowledge of vehicle mechanism.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through Competitive written examination 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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
COOK**

- |  |  |
|--|--|
| 1. Name of Post  | <b>Cook</b>  |
| 2. Number of Post  | 2 (EC: 20)   |
| 3. Classification  | Group 'C'  |
| 4. Pay Band & Grade Pay/Pay Scale  | Pay Level- 2 ₹ 19,900 to 63,200  |
| 5. Whether selection or non-selection post   | Non Selection  |
| 6. Age limit for direct recruits   | Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.<br><br>No age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University.  |
| 7. Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>i) Class 10 <sup>th</sup> or equivalent from a recognized School/Board;<br>ii) 3 years' experience in cooking. Catering services in education institutions/guest houses, reputed hotels, restaurants and similar facilities.<br><br><b>Desirable:</b><br>i) ITI Trade Certificate in Bakery & Confectionary (1-year duration)<br>ii) Experience in preparation of vegetarian and non-vegetarian food items. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                  | Age: No<br>Qualification: Yes  |
| 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 posts | i) 50% by Promotion through seniority-cum-fitness from amongst Kitchen Attendants with 5 years of regular service.<br>ii) 50% by Direct Recruitment through Competitive written examination and trade test.  |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made      | As given in Sl No. 10  |
| 12. Composition of DPC or Selection Committee  | As given in Appendix- 2  |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
KITCHEN ATTENDANT**

1. Name of Post	<b>Kitchen Attendant</b>
2. Number of Post	2 (EC: 20)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 1 ₹ 18,000 to 56,900
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD Candidates as per GOI rules.  No age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Class 10 <sup>th</sup> or equivalent from a recognized School/Board; ii) 3 years' experience in cooking, catering services in education institutions/guest houses, reputed hotels, restaurants and similar facilities.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through Competitive written examination.
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
HOSTEL ATTENDANT**

1. Name of Post	<b>Hostel Attendant</b>
2. Number of Post	2 (EC: 20)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 1 ₹ 18,000 to 56,900
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.  No age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> Class 10 <sup>th</sup> standard from a recognized School/Board
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct Recruitment through Competitive written examination.
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	Not applicable



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF  
MULTI-TASKING STAFF**

1. Name of Post	<b>Multi-tasking Staff</b>
2. Number of Post	6(EC: 19 & 20)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	Pay Level- 1 ₹ 18,000 to 56,900
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.  No upper age limit for contractual staff of the University who have rendered more than 5 years of continuous contractual service in the University.
7. Educational and other qualifications required for direct recruits	<b>Essential:</b> Class 10 <sup>th</sup> standard from a recognized School/Board
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 posts	100% by Direct recruitment through competitive written examination.
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	Not applicable



**COMPOSITION OF SELECTION COMMITTEES FOR  
DIRECT RECRUITMENT**

**Selection Committee for Group ‘A’ posts (Other than Statutory posts)**

- |   |     |             |
|---|-----|-------------|
| 1. Vice-Chancellor  | ... | Chairperson |
| 2. Registrar  | ... | Member      |
| 3. Two experts in the concerned field not in the service of the University to be nominated by the Executive Council                             | ... | Member      |
| 4. Librarian/CoE/FO/Dean of School of Studies/<br>Head of the concerned Department  | ... | Member      |
| 5. An SC/ST/OBC representative holding position equivalent or above the level of the post being interviewed                                     | ... | Member      |
| 6. Women/PWD representative. The member nominated for this purpose shall be of equivalent level or level above the cadre level of the applicant | ... | Member      |

*Note: At least five members, including two experts, shall constitute the quorum*

**APPENDIX 2****COMPOSITION OF SELECTION COMMITTEE (Only for Sl. no. c & d below)/  
DEPARTMENTAL PROMOTION COMMITTEES (DPCs)**

<b>(a)Deputy Registrar/ Deputy Librarian</b>	1	Vice Chancellor	...	Chairperson
	2	Registrar	...	Member
	3	Finance Officer	...	Member
	4	CoE/Librarian	...	Member
	5	SC/ST/OBC/PWD/Minority/Women representative	...	Member
<b>(b)Assistant Registrar &amp; Other Group A posts</b>	1	Vice Chancellor	...	Chairperson
	2	Registrar	...	Member
	3	Finance Officer	...	Member
	4	CoE/Librarian	...	Member
	5	SC/ST/OBC/PWD/Minority/Women representative	...	Member
<b>(c)Group B &amp; C posts</b>	1	Registrar	...	Chairperson
	2	Finance Officer	...	Member
	3	CoE/Librarian	...	Member
	4	Deputy Registrar/Assistant Registrar-Establishment	...	Member
	5	SC/ST/OBC/PWD/Minority/Women representative	...	Member
<b>(d)Group B &amp; C (Technical or Professional)</b>	1	Registrar	...	Chairperson
	2	Finance Officer	...	Member
	3	CoE/Librarian	...	Member
	4	Deputy Registrar/Assistant Registrar-Establishment	...	Member
	5	SC/ST/OBC/PWD/Minority/Women representative	...	Member

**Note:** Representative of SC/ST/OBC/PWD/Minority/Women to be nominated by Chairperson of the Selection Committees/Departmental Promotion Committees.

**DIRECT RECRUITMENT  
(ASSISTANT REGISTRAR)****MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage in the interview.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Three Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	105	1:30 hours	30 minutes
Paper-II	General Studies	100	30		1:30 hours	30 minutes
Paper-II	Numerical Aptitude & Reasoning	100	30		1:30 hours	30 minutes

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**Paper-II: General Studies:** Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

**Paper-III: Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one





name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

**III. Interview:** Candidates who qualify in the written examination will be called for Interview. Selection Committee at its own discretion shall decide the nature or standard of interview to be conducted by it.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.



**DIRECT RECRUITMENT**  
**Group 'B' posts having written examinations**  
**OF**  
**(MINISTERIAL/SUPPORT SERVICES, SECRETIAL SERVICES & SECURITY**  
**SERVICES)**  
**MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Three Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	70	1:30 hours	30 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-II	Numerical Aptitude & Reasoning	50	15		45 minutes	15 minutes

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**Paper-II: General Studies:** Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

**Paper-III: Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships



between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

**III. Stenography test:** Stenography test is applicable only for the posts of **Private Secretary** and **Personal Assistant** and will be of **qualifying nature**.

Category of candidate	Dictation		Time for transcription	Maximum permissible error
	Speed	Duration		
General candidate	120 w.p.m.	5 minutes	30 minutes	10%
VH candidate	120 w.p.m.	5 minutes	55 minutes	10%

**Note: -**

1. The matter will have to be transcribed on computer only.
2. There is no exemption from Skill Test for any category of candidates.
3. The transcription time is including time for reconciliation.
4. The University may reduce the minimum qualifying marks to fill up the reserved post if there are no adequate candidates from the reserved category qualified as per the normal standard.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list in case of **Private Secretary** and **Personal Assistant** will be prepared from the list of those candidates who will qualify the Stenography Test, based on the marks obtained in the competitive written examination.
4. Level of difficulty/ type of questions shall vary from post to posts depending upon the level/nature of post.

**DIRECT RECRUITMENT  
(LOWER DIVISION CLERK)****MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Three Objective Type Papers and One Practical Paper**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	10		45 minutes	15 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-III	Numerical Aptitude & Reasoning	50	15		45 minutes	15 minutes
Paper-IV	Computer proficiency Test <b>(Practical)</b>	50	15	18	45 minutes	15 minutes

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**Paper-II: General Studies:** Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

**Paper-III: Numerical Aptitude & Reasoning:** The questions will be designed to test the



ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

**III. Computer Proficiency Test:** Candidates who qualify in the Competitive Written Examination for **Paper-I, II & III** will be called for Computer Proficiency Test (**Paper-IV**) to be taken on computer. Questions will be designed to test the candidate's knowledge of Microsoft Office, Spreadsheet and Computer Applications for everyday office work including usage of internet.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list will be prepared based on the marks obtained in the competitive written examination and Computer Proficiency Test.

**DIRECT RECRUITMENT**

**(MTS, LIBRARY ATTENDANT, LABORATORY ATTENDANT, NURSING ATTENDANT, HOSTEL ATTENDANT, KITCHEN ATTENDANT, COOK & DRIVER)**

**MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Two Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	15	35	45 minutes	15 minutes
Paper-II	General Studies & Basic Arithmetic	50	15		45 minutes	15 minutes

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of basic English Language like Error recognition, fill in the blanks, Spellings etc.

**Paper-II: General Studies & Basic Arithmetic:** Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of state & national importance. Basic arithmetic will include questions on basic calculations.

**III. Trade Test (only for Driver):** The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to drive with ease in different road conditions.
2. Knowledge of Traffic Regulation.
3. Knowledge of Petrol & Diesel Engine working and ability to locate faults and rectify minor running defects.
4. Ability to clear carburetor/injector, plug etc.



**IV. Trade Test (only for Cook& Kitchen Attendant):** The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to cook different varieties of cuisines viz North Indian, South Indian, Continental, Local cuisines etc.
2. Ability to manage supplies.
3. Knife skill & hygiene.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list in case of **Driver, Cook& Kitchen Attendant** will be prepared based on the marks obtained in the competitive written examination and Trade Test.
4. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT**  
**(PROFESSIONAL ASSISTANT, SEMI-PROFESSIONAL & LIBRARY ASSISTANT)**

**MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Three Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	15	70	45 minutes	15 minutes
Paper-II	Library & Information Science	100	30		1:30 hours	30 minutes
Paper-III	Library & Information Science (Practical)	50	15		1 hours	20 minutes

**Note: -**

1. Paper-I & II will consist of **objective type questions** only.
2. Paper-III will not be applicable for Library Assistant.

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**PAPER-II:**

Unit 1 Acquisition of **Library Resources**





- i) Collection Development
  - a. Principles and procedure
  - b. Selection of printed and electronic resources
  - c. Ordering
  - d. Management and Maintenance

#### Unit 2 **Serial Management**

- a) Selection
- b) Ordering
- c) Receiving
- d) Display

#### Unit 3 **Database Management**

- a) Machine Readable Formats
- b) Basic Knowledge of common software  
Koha, SOUL, SLIM
- c) Metadata

#### Unit 4 **Information Technology**

- a) Data Harvesting
- b) Institutional Repositories
- c) Digital Library
- d) Automated Library Services

#### **PAPER-III: PRACTICAL:**

- i) Classification
- ii) Subject Analysis
- iii) Data Entry
- iv) Word Processing

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant



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posts and the number of candidates qualified as per the minimum standard.

3. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
2. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT  
(STAFF NURSE)**

**MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Two Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Paper I	General English	50	70	45 minutes	15 minutes
Paper II				2 hours	40 minutes
Part-A	Fundamentals of Nursing	50			
Part-B	Anatomy & Physiology, Psychiatric Nursing	50			
Part-C	Midwifery and Gynecological Nursing, Pediatric Nursing	50			

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**Paper-II**

**Part-A: Fundamentals of Nursing:**

- a) Nursing as a profession: Concept of Nursing; Definition of Nursing; Functions of Nurse; Qualities of a Nurse; Comprehensive Nursing care; Holistic approach to Nursing; Code of Ethics and Ethical behaviour expected.
- b) Maintenance of therapeutic Environment: Temperature, light, noise, humidity, aesthetic consideration in the environment, colour scheme, beauty and flower



- arrangements.
- c) Nursing Process and Nursing Care Plan: Meaning, importance and steps in development.  
Admission of a patient: Patients unit set up and care, admission procedure, reception of patient, care of patient's belongings.
  - d) Discharging a Patient: Preparation of the patient-physically and mentally; Discharge procedure; Hospital Policies; Preparation of the relatives of the patient for discharge and advice to the patient.
  - e) The dying Patient: Signs and symptoms of approaching death; Needs of the dying patient and relatives; Care of dying and last offices; Packing of dead bodies in non-communicable and communicable diseases.
  - f) Hygienic needs and Physical needs: Importance of maintaining Personal Hygiene; Nurses role in maintaining good personal Hygiene; Factors promoting and inhibiting physical comforts; Comfort devices and their uses; Different position for comfort and positioning of a patient; Principles of lifting and moving patients in bed.
  - g) Activity and Exercises: Importance of activity and Exercise in health and sickness, active and passive Exercise.
  - h) Safety needs: Environmental hazards, role of nurses in prevention of health hazards.
  - i) Elimination needs: Problems in sickness: Constipation, diarrhoea, retention and incontinence of urine; Nurses role in meeting eliminating needs.
  - j) Care in Special Condition: Unconscious patient; Patient with fluid imbalance; Patient with Dyspnoea; Physically handicapped; Perineal care of terminally ill-patient with urinary catheter.
  - k) Meeting nutritional needs: Importance of Nutrition; Factors effecting nutritional needs.
  - l) Observation of Patient: General appearance & deviation; Temperature; Respiration; Heart rate; Blood Pressure; Observation of - Urine, Stool, Vomit, Sputum, Any body fluid
  - m) Care of Equipment's: Disposable; Reusable; Rubber goods; Glassware; Enamelware; Metal; Plastic; Furniture; Machinery.
  - n) Barrier Nursing: Standard Safety precaution (Universal Precaution); Different types of hand washing; Personal protecting equipment's types, uses, techniques of wearing and removing.
  - o) Administration of drugs: Purposes of drugs; Routes of administration; Principles: 5 Rights, special consideration, prescription, safety in administering drugs. Storage and maintenance of drugs and nurses responsibility Factors influencing drugs action. Terminologies and common abbreviation used in prescription of drugs.
  - p) First Aid: Rules of First Aid, First Aid in emergency situations.

## **Part-B: Anatomy & Physiology, Psychiatric Nursing:**

### **Anatomy & Physiology:**

- a) Skeletal system:  
Bones: Types, Structure, Functions; Joints: Classification, Structure and Functions.
- b) Muscular System: Types, Structure, Functions; Position and action of Chief Muscles of the body
- c) Cardio-Vascular System



Blood: Composition, Blood Group, Cross Matching

Heart: Position, Structure, Conduction System, Functions and Cardiac Cycle; Circulation of Blood; Blood Pressure and Pulse; Lymphatic System

- d) Respiratory System: Structure and Functions of Respiratory Organs; Physiology of Respiration; Characteristics of normal Respiration and its deviations
- e) Digestive System: Structure and Functions of Organs; Digestion, absorption and metabolism.
- f) Excretory System: Structure and functions of Organs; Structure and functions of the Skin; Regulation of body Temperature
- g) Nervous System: Type, structure and functions of neuron; Central Nervous System: Structure and Functions.
- h) Endocrine System: Structure and functions of – pituitary, pancreas, thyroid, Parathyroid, Thymus and supra renal glands.
- i) Sense Organs: Structure and functions of eye, ear, nose and tongue; Physiology of Vision, hearing and equilibrium.
- j) Reproductive System: Structure and functions of reproductive and accessory organs; Reproduction, Menstrual Cycle and Menopause; Reproductive Health; Structure and functions of male reproductive system.

### **Psychiatric Nursing:**

- a) Introduction: Meaning of mental illness; Terms used in psychiatry; Etiology of mental illness and contributing factors; Legal aspects in the care of the mentally sick.
- b) Community Responsibility: Attitudes towards mentally ill; Misconceptions towards mentally ill; Health and social service for the mental illness.
- c) Diagnosis: Early recognition of deviations from the normal; Classification of mental disorders; Signs and symptoms of common mental illness.
- d) Management: Physical therapy; drug therapy, shock therapy; Psychotherapy; hypnosis, psychoanalysis; behavior therapy, reactional and social therapy, occupational therapy.
- e) Role of the Nurse: Over active patient; Destructive patient; Suicidal patient; Depression; Withdrawal and Mania; Prevention of accidents amongst mentally ill; Observation reporting and recording; Procedure for admission into and discharge from mental hospitals

### **Part-C: Midwifery and Gynaecological Nursing, Pediatric Nursing:**

#### **Midwifery and Gynaecological Nursing:**

- a) Introduction: Definition: Midwifery, obstetrical Nursing; Development of maternity services in India; Morbidity and mortality rates and their significance; Internal and External organs of reproduction.
- b) Normal Pregnancy: Physiological changes due to pregnancy; Signs, symptoms and diagnosis; Influence of hormones; Pre-natal care: Objectives; History taking; Calculation of Expected date of delivery; Routine Examinations; Care and advice regarding: diet in pregnancy; anti-natal Exercises Minor disorders of pregnancy and alleviations of discomfort; Diseases associated with pregnancy: Cardio vascular; Urinary; Respiratory; Metabolic; Nutritional deficiencies; Sexually transmitted diseases.



- c) Normal Delivery (Preparation): For mother and baby; Preparation of the patient and delivery room-hospital and home; Psychological preparation of mother and family.
- d) Normal labour; Stages of labour; Nursing Management of Baby and birth; Nursing Management of mother during puerperium.
- e) Complications of pregnancy and its management: Bleeding in early pregnancy; Bleeding in late pregnancy; Pregnancy induced hypertension, Pre-Eclampsia, Eclampsia; Hydramnios, Oligohydramnios; Hydatidiform mole; Pelvic inflammatory disease; Intra uterine growth retardation, intra uterine death; Post maturity.
- f) High risk pregnancy and its management: Anaemia, Jaundice, Viral infection; Urinary tract infections; Heart diseases, diabetes mellitus; Osteomalacia; Sexually Transmitted diseases; AIDS; Teenage Pregnancy; Elderly pregnancy; Multi Para & Multiple pregnancy; Un-Educated mother.
- g) Labour Complications: Malpresentations and malpositions; Occipito posterior position; Breech and shoulder; Face and Brow; Cord presentation and prolapse; Obstructed labour; Ruptured uterus; Postpartum haemorrhage, atonic uterus, retained placenta and membranes.
- h) Diseases and disorders of female reproductive system including breasts: Infections; cyst, tumors and fibroids; Abortion; Ectopic pregnancy; Vaginal fistula; Erosion of cervix; Sexually transmission disease; Abnormalities of menstruation; Menopause; Mastitis; Breast abscess; Tumors; Malignancy.

### **Paediatric Nursing:**

- a) Nurses responsibility to meet the nutritional needs; The Infant: Care of umbilical cord, skin, eye, mouth, buttocks and clothings; Disorder of Infants: Vomiting; Diarrhoea; Convulsion; Distension.
- b) Recognition and Management of Congenital anomalies: Causes, Prevention management;
- c) Breast Feeding: Importance and principles; Preparation of mother; Difficulties in breast feeding; Factors inhabiting and promoting lactation.
- d) Diseases of Children: Etiology, Signs and symptoms, medical and surgical management, nursing care, Complication, diet and drug therapy, prevention and treatment with diseases
  - Gastro- intestinal System, Respiratory System, Genito-urinary System, Cardio Vascular system, Nervous System, Eye and Ear, Nutritional Disorder, Communicable Diseases, Hemotological disorder, Endocrine disorder, Child health Emergencies, Psychological disorder and problems, The Handicapped Child.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

### **Note: -**

- 1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.



- 
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.

**DIRECT RECRUITMENT  
(PHARMACIST)****MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Two Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*	
Paper I	General English	50	15	52	45 minutes	15 minutes	
Paper II					52	1:30 hours	30 minutes
Part-A	Pharmaceutics, Dispensing and Hospital Pharmacy	50	30				
Part-B	Pharmacology and Toxicology	50	15				

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**Paper-II****Part-A: Pharmaceutics, Dispensing and Hospital Pharmacy:**

- a) Formulations: Types, Preparation, Packaging, labeling and Storage, Various Conventional and prolonged release drug delivery systems, per-oral and parenteral administration, novel routes of drug administration including pulmonary, nasal, ophthalmic, transdermal etc., concepts of drugs stability and Shelf-life.
- b) Prescription: definition, various parts of prescription, their functions, handling of prescription, prescription charging policy.





- c) Posology: Definition, factors affecting dose selection, Calculation of doses for paediatric and geriatric patients.
- d) Study of various pharmacopoeias, monographs and various quality control tests mentioned in the monographs- I.P., U.S.P., E.P., B.P.
- e) Sterile Products –their manufacturing and quality Control, Methods of Sterilization and validation thereof, Test for Sterility, Test for pyrogens, concept of asepsis and maintenance of aseptic conditions, Central Sterile Supply Department (CSSD) and its functioning.
- f) Microbiological Media: Preparation and Sterilization.  
Surgical dressings: Properties, sterilization, standards and tests for sterility.  
Ligatures and Sutures: Absorbable and non-absorbable, preparations, standards, and tests for sterility.
- g) Hospital and Drug Store: Layout, designs, staff, materials-coding and stocking including storage conditions. Legal requirements, maintenance of various registers. Use of Computers for day to day record keeping. Inventory control concept of EOQ (Economic Order Quantity) & Purchase policy. Drug distribution systems in hospitals- Dispensing to in-patients & out-patients. Safe use of drugs in hospitals.
- h) Clinical Pharmacy - Drug & poison information services & its management: Patient Counseling, Patient information leaflets, patient medication adherence, drug-drug, drug-food interactions, adverse drug reactions. Adverse drug reactions and idiosyncratic reactions.

### **Part-B: Pharmacology and Toxicology:**

- a) Concepts of health and disease, causative agents and prevention of diseases like AIDS, Tuberculosis. Brief outline of communicable diseases, models of transmission and prevention.
- b) First aid, emergency treatment of shock, snake bites, burns, poisoning, fractures.
- c) Pharmacology of following classes of drugs Antihypertensives, antianginal agents, antihyperlipidemic agents, Cardiotonics, antiallergics, antidiabetics, antimicrobials and antibiotics including the newer generation antibiotics, antiulcer agents, antacid, anti HIV agents, antidepressants.
- d) Clinical toxicology: Clinical symptoms and management of acute poisoning due to pesticides, opiates, barbiturates, benzodiazepines, alcohol (ethanol & methanol), paracetamol and salicylates, heavy metals- Arsenic, lead, mercury, radiation poisoning.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.



**DIRECT RECRUITMENT EXAMINATION  
(ASSISTANT ENGINEER & JUNIOR ENGINEER)**

**MODE OF SELECTION**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Two Objective Type Papers**, as follows:-

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Paper I	General English	50	15	45 minutes	15 minutes
Paper-II (Candidates will opt for any one part from Part-A and Part-B)					
Part-A	Civil Engineering	150	45	2 hours	40 minutes
Part-B	Electrical Engineering	150	45	2 hours	40 minutes

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**Paper-II(Candidates will opt for any one part from Part-A and Part-B)**

**PART-A: CIVIL ENGINEERING**

**a) Theory of Structures:** Principles of super-position; reciprocal theorem, unsymmetrical bending. Determinate and indeterminate Structure; simple and space frames; degrees of freedom; virtual work; energy theorem; deflection of trusses; redundant frames, three-moment equation; slope deflection and moment distribution methods; column analogy; Energy methods; approximate and numerical methods. Moving loads, shearing force and Bending moment diagrams; influence lines for simple and continuous beams. Analysis of determinate and indeterminate arches, matrix methods of analysis, stiffness and flexibility matrices.

**b) R.C. Design:** Design of slabs, simple and continuous beams, columns, footing-single and combined, raft foundations, elevated water tanks, encased beams and column, ultimate load design. Methods and systems of prestressing; anchorages, losses in prestress.



**c) Steel Design:** Factors of safety and load factor; Design of tension; compression and flexural members; built up beams and plate girders, semi-rigid and rigid connections, Design of stanchions, slab and gusseted bases; cranes and gantry girder; roof trusses; industrial and multi storeyed buildings. Plastic design of frames and portals.

**d) Fluid Mechanics:** Dynamics of fluid flow-equations of continuity; energy and momentum.

Bernoulli's theorem; circulation, velocity potential and stream function; rotational and irrotational flow, free and forced vortices; flownet, dimensional analysis and its application to practical problems. Viscous flow-flow between Static and moving parallel plates, flow through circular tubes; film lubrication. Velocity distribution in laminar and turbulent flow, boundary layer, Incompressible flow through pipes, laminar and turbulent flow, critical velocity, Stimpson and Moody's diagram. Hydraulic and energy grade lines; siphons; pipe network. Forces on pipe bends. compressible flow-Adiabatic and isentropic flow, subsonic and supersonic velocity; mach number, shock wave, Water hammer, surge Tanks.

**e) Hydraulic Engineering:** Open channel flow-Uniform and non-uniform flow, best hydraulic cross section. Specific energy and critical depth, gradually varied flow; classification of surface profiles; control sections; standing wave flume; Surges and waves. Hydraulic jump.

**Design of canals-** Unlined channels in alluvium; the critical tractive stress, principles of sediment, transport regime theories, lined channels; hydraulic design and cost analysis; drainage behind lining.

**Canal structures-** Designs of regulation work; cross drainage and communication works, cross regulators, head regulator, canal falls, aqueducts, metering flumes etc., Canal outlets.

**Diversion Headworks-** Principles of design of different part on impermeable and permeable foundations; Khosla's theory; Energy dissipation; sediment exclusion.

**Dams-** Design of rigid dams; earth dams; Forces acting on dams: stability analysis. Design of spillways. Wells and Tube Wells.

**f) Soil Mechanics and Foundation Engineering:** Soil Mechanics- Origin and Classification of soils; Atterberg limits. Void ratio: moisture contents permeability, laboratory and field tests, seepage and flow nets, flow under hydraulic structures. Unconfined and direct shear tests; triaxial test; heat pressure theories, stability of slopes; Theories of soil consolidation; rate of settlement. Total and effective stress analysis, pressure distribution in soils; Boussinesq and Westergaard theories. Soil exploration. Foundation Engineering; Bearing capacity of footings; piles and walls; design of retaining walls; sheet piles and caissons. Principles of design of block foundation for machines.

**g) Building construction:** Building materials and constructions- timber, stone, brick, sand, surkhi, mortar, concrete, paints and varnishes, plastics, etc, Detailing of walls, floors, roofs, ceilings, staircases, doors and windows. Finishing of building, plastering, pointing, painting etc. Use of building codes. Ventilation, air conditioning, lighting and acoustics. Building estimates and specifications. Construction scheduling: PERT and CPM methods.



**h) Water Resources Engineering:** Hydrology- Hydrologic cycle; precipitation; evaporation-transpiration and infiltration hydrographs, unit hydrograph; Flood estimations and frequency. Planning for water Resources- Ground and Surface water resources; surface flows.

Single and multipurpose projects storage capacity, reservoir losses, reservoir silting, flood routing. Benefit cost ratio. General principles of optimization.

**i) Sanitation and Water Supply:** Sanitation-Site and orientation of buildings; ventilation and damp proof course; house drainage; conservancy and waterborne system of waste disposal, sanitary appliances, latrines and urinals.

**j) Environmental Engineering:** Elementary principles of Ecology and Ecosystems and their interaction with environment. Engineering activity and Environmental pollution. Environment and its effects on human health and activity. Air Environment: Major pollutants and their adverse effects, types of air cleaning devices. Water quality: Parameters, adverse effects, monitoring salt purification of streams. Solid Wastes: Collection systems and disposal methods, their selection and operation. Typical features of Water distribution systems: Demand, available need, network analysis, storage, corrosion.

**k) Typical features of Sewerage systems:** Permissible velocities, partial flow in circular sewers, non-circular sections, corrosion in sewers, construction and maintenance, sewer appurtenances, Dumping of sewage, Plumbing: Standards & systems. Environmental Management.

## **PART-B: ELECTRICAL ENGINEERING**

**a) Networks & Systems:** Transient and steady state analysis of systems, state space analysis of networks, operational methods in networks and systems, Laplace, Fourier and Z transforms for continuous and discrete system, Frequency response of continuous and discrete systems, response characteristics and stability, R-L & R.C. network synthesis.

**b) E.M. Theory:** Analysis of electrostatic and magnetostatic fields. Laplace, Poisson and Maxwell's equations, solution of boundary value problems, electromagnetic wave propagation, ground and space waves, Propagation between Earth station and satellites, Field Concepts of Circuits.

**c) Control Systems:** Mathematical modelling of dynamic, linear, continuous and digital control systems, Block diagrams and signal flow graphs, state space modelling and stability, Error evaluation, Error series compensation, Lyapunov methods for stability.

**d) Elements of Electronics:** P-N junction diode, Zener Diode, junction triode transistors and their parameters, current, voltage gain and input-output impedance, biasing techniques, common base emitter amplifiers, feedback oscillator, Colpitt oscillator and Hartley oscillator, Wave shaping circuits and time-based generators, analysis of multivibrators, digital circuits.



**e) Power System Analysis and Design:** Line parameters and calculations, Performance of Transmission lines, voltage distribution over an insulator string, string efficiency improvement, sag and tension calculations, conductor vibrations, Disruptive and visual Critical Voltage, Corona loss, Interference between Power and Communication Line.

Parameters of single and three core belted cables, Bus admittance matrix, Load flow equations and methods of solutions, Fast-decoupled load flow, Balance and Unbalanced Faults and analysis, Digital techniques in Fault Calculations.

Power system transients and Travelling Waves, Power system stability, EHV Transmission, HVDC transmission, general design considerations for distribution systems, Design of transmission lines.

**f) Elements of Electrical Machines:** Generation of E.m.f., m.m.f. and torque in rotating machines, motor and generator characteristics of d-c, synchronous and Induction Machine, equivalent circuits, commutation and armature reaction considerations, Parallel operation, Phasor and equivalent circuit of power transformer, determination of performance and efficiency, auto-transformers, 3-phase transformers.

**g) Utilisation and Drives:** Electrical motors for various drives and estimates of their rating, starting, braking and reversing operations of motors, speed control of d-c and induction motors, static power controllers and Electronic circuits for speed control, Inverters and converters, characteristics of Traction motors, Dielectric and Induction Heating.

**h) Measurements:** Basic methods of measurement, standards, error analysis, indicating and recording instruments, measurement of voltage, current, power, resistance, inductance, capacitance, power factor, frequency and flux, Instrumentation system for pressure and temperature measurements.

**i) Industrial Electronics:** Principles and design of single phase and polyphase rectifiers. Smoothing and Filters regulated power supplies, speed control circuits for drivers, inverters, d-c to d-c conversion, choppers, times and welding circuits.

**j) Digital Electronics:** Small Signal Transistor analysis, Steady State and Transient switching characteristics of semiconductor devices, clipping, clamping and switching circuits, Multivibrators, Boolean algebra, logic gates, I.C. building blocks and modules, combinational and sequential digital circuits, semiconductor memories.

**k) Electrical and special Machines:** Rotating magnetic field, Polyphase motor, Torque slip Characteristics, Equivalent Circuit and determination of its parameters. Starters, speed control, Induction generator Theory and phasor diagrams, characteristics and application of single phase motors, repulsion motor, series motor, E.m.f. equation and phasor diagram for synchronous machines operation on an infinite Bus, synchronising power, Sudden short circuit and analysis of oscillogram to determine machine reactances and time constants, synchronous Induction motor. Amplidyne and metadyne operating characteristics and their applications, principles and operation of servo motors.



**l) Power system protection:** Switch gear methods of Arc Extinction, Restriking and recovery voltage, Testing of circuit breakers, Protective relays, protective schemes for power system equipment, C.T. and P.T. surges in transmission lines and protection.

**m) Analog and Digital computation:** Analysis of op-amplifier, R.C. circuits, use as differentiator and Integrator, simulation of dynamic and algebraic equations, simulation of control systems, Basis of Digital computation, flow charting, numerical analysis for interpolation, curve fitting, area, algebraic linear and nonlinear equations, solution of differential equations through Euler and Runge-Kutta Methods. Writing simple programmes for series in AP, CP, HP and combination, quadratic equation roots, Programmes for matrix addition, multiplication and determinants, curve fitting, interpolation, area, linear and nonlinear equation, differential equations of first and second order.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT  
(HINDI TRANSLATOR & HINDI TYPIST)**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Two Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness (Objective Type)	50	15	52	2 hours 30 minutes	50 minutes
Part-II	English Language (Objective Type)	50	15			
Part-III	Translation & Essay	50	15			

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Part-I: General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

**Paper-II: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One-word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.



**Paper-III: Translation and Essay (Only for Hindi Translator):** This paper will contain passages for translation- passages for translation from Hindi to English and for translation from English to Hindi and an Essay in Hindi and English which will test the candidates' translation skills and their ability to write the two languages correctly, precisely and effectively.

### **B. Hindi Typing Test (Only for Hindi Typist)**

Hindi Typing Test is of **qualifying nature** and will be conducted for those candidates who secure at least the minimum qualifying marks in the Competitive Written Examination.

**Typing Test:** The Typing Test will be of 50 Marks and will be conducted in *Hindi* to be administered on the Computer. The speed requirement is 30 w.p.m. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes. Passage Dictators will be provided to each of VH candidates for the Typewriting test. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

<b>Subject/Test</b>	<b>Minimum word Per minute</b>	<b>Duration of test</b>	<b>Max. permissible error</b>
Hindi Typing Test	30	10 minutes	10%

**III. Selection:** Merit list will be prepared only from the list of candidates who will qualify the Hindi Typing Test based on the marks obtained in the competitive written examination.

**IV. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.





**DIRECT RECRUITMENT  
SENIOR TECHNICAL ASSISTANT (Computer)**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Three Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	50	15	70	2 hours 30 minutes	50 minutes
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	Computer/IT Proficiency	100	35			

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Part-I: General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

**Paper-II: Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.



**Paper-III: Computer/IT Proficiency:** Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's complement, 2's complement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices.

Data Base Systems: Concepts of databases, DBMS, normalization, MS-SQL,

Operating System: Concepts, different types, functions, Windows OS, MS-Office, Word, Excel, PowerPoint, Outlook Software Engg (SDLC) with thorough knowledge of s/w testing.

Computer Network: Basic concepts topology types, Data Communications, N/W Security, Online Transaction Security, OSI Model devices and Protocols, Transmission.

Programming: Problem solving on a computer, algorithm, flowchart, decision tables, programming in C Language and C++ Language. Encoding signals.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (iv) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (v) Date of Birth, with older candidate placed higher.
- (vi) Alphabetical order in which the names of the candidate appear.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.



**DIRECT RECRUITMENT  
(TECHNICAL ASSISTANT & LABORATORY ASSISTANT)**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Three Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	50	15	70/52**	2:30 hours / 30** Minutes	50/30** minutes
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	Technical Paper	100/50**	35			

\* PWD candidates availing scribe/reader/lab assistant

\*\* For Library Assistant, total marks for Technical paper will be of 50 and overall qualifying marks will also be reduced proportionately to 52.

**SYLLABUS:**

**Part-I: General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

**Paper-II: Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on



complicated arithmetical computation (Standard of the questions will be of 10+2 level)  
On general reasoning, the candidates will be tested on reasoning and analytical abilities.

**Paper-III: Technical Paper:** Question on this paper will be designed to test the knowledge of the candidates of the concerned subject. Syllabus of this paper will be drafted based on the availability of the posts for various Departments by the committee consisting of the following members.

1. Registrar/Dean of the concerned School of Study.
2. HoD/In-Charge of the Concerned Department/Section.
3. One member to be nominated by the Registrar.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (vii) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (viii) Date of Birth, with older candidate placed higher.
- (ix) Alphabetical order in which the names of the candidate appear.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty/type of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT  
(PUBLIC RELATION OFFICER)**

**I. SCREENING TEST:** The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

**II. WRITTEN EXAMINATION:** The written examination will consist of **Two Objective Type Papers & One Conventional Type paper**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	100	15	105	4:30 hours	1:30 hours
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	PR Writing (Conventional type)	150	45			

\* PWD candidates availing scribe/reader/lab assistant

**SYLLABUS:**

**Part-I: General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Media (National, International & Local) Culture, Geography, Economic Scene, General Polity and scientific research.

**Paper-II: Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (Standard of the questions will be of 10+2 level) On general reasoning, the candidates will be tested on reasoning and analytical abilities.



**Paper-III: PR Writing:** Question on this paper will be designed to test the ability of the candidates of writing press releases/ press notes/ speeches, promoting University services, dealing with enquirers from the public, the press, and related organizations etc. Syllabus of this paper will be drafted by the committee consisting of the following members.

1. Registrar.
2. Two members to be nominated by the Vice-Chancellor.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (i) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

**Note: -**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty/type of questions shall vary from post to post depending upon the level/nature of post.

**ASSISTANT REGISTRAR: DEPARTMENTAL PROMOTION  
EXAMINATION**

**SCHEME OF EXAMINATION:** The examination will consist of a **Written Examination**  
(Maximum Marks 350)

**Scheme of Written Examination:** The Written Examination will consist of **Three Papers**, as follows: -

Paper	Subject	Maximum Marks	Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	120	2 hours	40 minutes
Paper-II	Statutory Rules	100	30		3 hours	1 hour
Paper-III	General Administration	150	45		3 hours	1 hour

\* PWD candidates availing scribe/reader/lab assistant

**Paper-I** will consist of Objective Type questions only.

**Paper-II & Paper-III** will consist of Objective Type as well as Conventional Type questions.

**SYLLABUS:**

**Paper-I: General English:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

**Paper-II: Statutory Rules:** The Sikkim University Act & Statutes, Ordinances, Rules & Regulations.

**Paper-III: General Administration:** Candidates are expected to have knowledge of the following rules: -

- (i) Fundamental and Supplementary Rules – **55 Marks**
- (ii) CCS (CCA) Rules – **25 Marks**
- (iii) General Financial Rules – **35 Marks**
- (iv) The Right to Information Act, 2005 – **20 Marks**
- (v) Reservations and Concessions in Appointments – **15 Marks**

**ASSISTANT: DEPARTMENTAL PROMOTION EXAMINATION**

**SCHEME OF EXAMINATION:** The examination will consist of a **Written Examination**

**(Maximum Marks 350)**

**Scheme of Written Examination:** The Written Examination will consist of Three **Papers**, as follows: -

Paper	Subject	Maximum Marks	Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	120	2 hours	40 minutes
Paper-II	Statutory Rules	100	30		3 hours	1 hour
Paper-III	General Administration	150	45		3 hours	1 hour

\* *PWD candidates availing scribe/reader/lab assistant*

**Paper-I** will consist of Objective Type questions only.

**Paper-II & Paper-III** will consist of Objective as well as Conventional Type questions.

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One-word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

**Paper-II: Statutory Rules:** Sikkim University Act & Statutes, Ordinances.

**Paper-III: General Administration:** Candidates are expected to have knowledge of the following rules: -

- (i) CCS (Conduct) Rules – **15 Marks**
- (ii) CCS (Leave) Rules – **15 Marks**
- (iii) CS (Medical Attendance) Rules – **15 Marks**
- (iv) CCS (LTC) Rules – **10 Marks**
- (v) CCS (Joining Time) Rules – **10 Marks**
- (vi) CCS (T.A.) Rules – **10 Marks**
- (vii) CCS (Pension) Rules – **35 Marks**
- (viii) General Rules on Pay and Allowances – **40 Marks**



**UPPER DIVISION CLERK: DEPARTMENTAL PROMOTION EXAMINATION**

**SCHEME OF EXAMINATION:** The examination will consist of a Written Examination (Maximum Marks 300).

**Scheme of Written Examination:** The Written Examination will consist of **Three Papers**, as follows:-

Paper	Subject	Maximum Marks	Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	100	2 hours	40 minutes
Paper-II	Noting, Drafting & Office Procedure	100	30		3 hours	1 hour
Paper-III	General Administration	100	30		3 hours	1 hour

\* PWD candidates availing scribe/reader/lab assistant

**Paper-I** will consist of Objective Type questions only.

**Paper-II & Paper-III** will consist of Objective as well as Conventional Type questions.

**SYLLABUS:**

**Paper-I: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One-word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

**Paper-II: Noting, Drafting and Office Procedure:** The paper on Noting, Drafting and Office Procedure will be designed to test the candidates' knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts.

Candidates are required to study the CSS Manual of Office Procedure.

**Paper-III: General Administration:** Candidates are expected to have knowledge of the following rules: -

- (i) CCS (Leave) Rules – **20 Marks**
- (ii) CCS (Conduct) Rules – **20 Marks**
- (iii) CS (Medical Attendance) Rules – **10 Marks**
- (iv) CCS (LTC) Rules – **20 Marks**
- (v) CCS (Revised Pay) Rules – **30 Marks**