

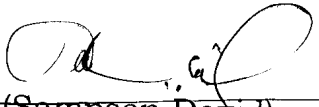
Association of Indian Universities
Administration Division

87294-308
No.Admn/RRs/2017/
Dated:..28th..June, 2017

NOTIFICATION

The Governing Council in its Meeting held on 9.1.2017 & 4.2.2017 approved the Recruitment and Promotion Bye-Laws-2017 for sanctioned posts in AIU which were subsequently modified vide GC Resolution No.344/08 dated 24.5.2017. The same are uploaded on AIU website for information of all concerned.

This issues with the approval of the Competent Authority.


(Sampson David)
Joint Secretary(Admn)
AVL

Copy forwarded for information to:

1. All Divisional Heads/In-charge - for circulation amongst staff members
- ✓ 2. Software Engineer/Programmer - to please upload the same on AIU website
3. PS to SG for information of the Hon'ble Secy. General
4. Guard file.

ASSOCIATION OF INDIAN UNIVERSITIES (AIU)

AIU RECRUITMENT & PROMOTION BYE-LAWS-2017

[AS APPROVED BY THE RESOLUTION NO. 341/12 OF THE GOVERNING COUNCIL MEETING HELD ON 9TH JANUARY, 2017 AND BY THE RESOLUTION NO. 342/03 OF THE GOVERNING COUNCIL MEETING HELD ON 4TH FEBRUARY, 2017 AND AS MODIFIED BY THE RESOLUTION NO.344/08 OF THE GOVERNING COUNCIL MEETING HELD ON 24TH MAY, 2017]

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[AIU HOUSE, 16, COMRADE INDRAJIT GUPTA MARG, NEW DELHI - 110002]


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Secretary General

Secretary General




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ASSOCIATION OF INDIAN UNIVERSITIES

NEW DELHI

1. Short Title and Commencement:

- 1.1. These Bye-Laws are made in exercise of the powers conferred with the Association of Indian Universities (AIU) under para 15 of the Rules and Regulations of the Association. These Bye-Laws shall supersede and replace paras 2 to 4 and 5.2.I to 10 (iv) of the existing bye-laws of the AIU;
- 1.2. These Bye-Laws shall be called **Association of Indian Universities (AIU) Recruitment Bye-Laws 2017** and shall be applicable for all positions in the Association except for the post of Secretary General, AIU who shall be appointed as per the provisions contained in Rules & Regulations and Bye Laws in this regard.

2. Applicability:

These Bye Laws shall come into force with effect from the date of notification by AIU.

3. Definitions:

In these Bye Laws, unless the context otherwise requires, the definition of various terms shall be as specified under Chapter 4 of AIU Bye Laws. In addition, the following terms shall mean as under:

- 3.1. "Employee" means a person duly employed in the AIU by the Appointing Authority;
- 3.2. "Internal Candidate" means a permanent employee of the Association who is an applicant for a post to be filled up by direct recruitment, promotion or deputation;
- 3.3. Special Allowance means an allowance sanctioned by the Governing Council from time to time.

4. Classification of Posts/Service:

- 4.1. The staff strength of the Association shall be determined and sanctioned by the Governing Council from time to time; the Governing Council shall be the competent authority for the abolition and creation of posts and their pay scales and allowances. Pay and allowances shall conform to the pay and allowances notified by the Central Government and any Special Allowance sanctioned by the Governing Council from time to time;
- 4.2. The employees of the Association of Indian Universities (AIU) shall be classified into three groups, viz. Group 'A', Group 'B' & Group 'C' in accordance with the norms laid down for Central Government employees for recruitment and promotion.
- 4.3. The President shall be the appointing authority for Group A posts (except for the post of the Secretary General for which the appointing authority shall be the Governing Council), whereas the Secretary General shall be the appointing authority for Group B and C posts;
- 4.4. Letters of appointment and confirmation and all communications on service matters for all posts other than that of the Secretary General shall be issued or caused to be issued by the Secretary General;

5. General Rules:

- 5.1. Employment in the Association shall be governed by the Rules and Regulations, Bye-Laws and service conditions, as may be notified by the Association from time to time;
- 5.2. The crucial date for determining the age limit shall be the closing date for receipt of applications;
- 5.3. Mere fulfillment of eligibility criteria shall not necessarily entitle an applicant to be called for test/interview. The Association reserves the right to shortlist the applicants in a manner as it may specify;
- 5.4. Reservation of posts for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC) and Person with Disabilities (PWD) shall be as per Government of India rules/guidelines;
- 5.5. Relaxation in marks shall be permissible to SC/ST candidates as per Government of India rules/guidelines;

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- 5.6. Candidates applying for reserved posts should be in possession of appropriate caste/category certificate issued by the competent authority. Further, candidature of applicant shall be subject to verification of certificates at any stage;
- 5.7. No person shall be appointed to any post unless:
 - 5.7.1. He/she produces at his own cost a certificate of health and medical fitness in the form prescribed from a registered medical practitioner designated for the purpose by the Association;
 - 5.7.2. He/she produces documentary evidence to satisfy the appointing authority of his/her qualifications and antecedents;
- 5.8. Appointment through direct recruitment shall initially be on a probation for a period of two years from the date of appointment, which may be extended by another one year by the competent authority for reasons to be recorded in writing; provided that in the case of a person, who prior to his/her appointment had served in a Central/State Government/University/Other Institutions of Higher Education for more than five years in a similar capacity satisfactorily, the appointing authority may reduce the period of probation by not more than one year;
- 5.9. Where a person during his period of probation is found unsuitable for holding the post or does not complete the period of probation satisfactorily, the appointing authority may:
 - 5.9.1 In case of a person appointed by promotion, revert him/her to the post held by him immediately before such appointment;
 - i. 5.9.2 In case of a person appointed by direct recruitment, terminate his/her services without notice; or extend his/her period of probation by not more than one year beyond which no extension of probation shall be permissible.
- 5.10. Applicants who are already employed in Government Departments/Autonomous Bodies/Institutions of Higher Education shall apply through proper channel and submit No-objection Certificate and Vigilance Clearance from their employer at the time of interview;
- 5.11. The seniority shall follow the order of ranking at the time of selection. Persons appointed as a result of an earlier appointment will be senior to those appointed as a result of a subsequent selection;
- 5.12. Persons appointed in a substantive or officiating capacity to a higher grade shall retain their relative seniority in the lower grade;
- 5.13. In cases where the date of joining is the same and ranking has not been specified, the inter-seniority will be determined with reference to age, the elder person being deemed senior;
- 5.14. Where a person selected initially on a temporary basis is confirmed subsequently in an order different from the order of merit indicated at the time of his/her selection, seniority shall follow the order of confirmation and not the original order of merit;
- 5.15. Cases which are not covered in the above guidelines would be determined by the Governing Council;
- 5.16. Selection of candidate may involve elements of written examination or skill test or interview or any combination of these elements:
 - 5.16.1. Selection of candidates for the positions in 'PB-4 Rs. 37400-67000, PB-3 Rs. 15600-39100, PB 2 Rs. '9300-34800' Grade Pay of Rs. 4800 and above shall be through interview;
 - 5.16.2. Group B posts in PB2 Rs. '9300-34800' Grade Pay below Rs. 4800 shall be through written test;
 - 5.16.3. There shall be no interview for direct recruitment for posts in PB 1 Rs. '5200-20200' with Grade Pay of Rs. 2800 and below but they may be subjected to written test and/or skill test.

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- 5.16.4. The syllabus for the written examination shall be as prescribed by the Association. All the candidates who fulfill the minimum qualifications/criteria for the post applied shall be invited for the examination;
- 5.16.5. Applications received for such posts shall be screened for shortlisting by a Committee constituted by the Appointing Authority;
- 5.16.6. The maximum number of candidates to be called for interview for a post shall not ordinarily exceed five for one post. The Association, if necessary, may undertake screening of applications, conduct of written examination, skill test and preparation of merit list or outsource the entire process of activities to an outside agency.
- 5.17. All appointments shall be reported to the Governing Council;
- 5.18. Disputes, if any, shall be subject to jurisdiction of Delhi Courts only.

6. Rules relating to Direct Recruitments:

- 6.1. Composition of Selection Committee(s) for direct recruitment and quorum required shall be as under:

Composition of Selection Committee	Quorum
Group A Posts	
1. President 2. Vice President 3. Two Members of the Governing Council to be nominated by the President 4. Secretary General 5. One External Expert to be nominated by the President 6. Divisional Head concerned provided he/she is higher in the rank than the post for which the committee is constituted	1. President or Vice President 2. Secretary General 3. One Member of the Governing Council 4. External Expert
Group B Posts	
1. Secretary General 2. Joint Secretary/Deputy Secretary in the AIU to be nominated by the President 3. One External Expert to be nominated by the President 4. Divisional Head concerned provided he/she is higher in the rank than the post for which the committee is constituted	1. Secretary General 2. Joint Secretary/Deputy Secretary 3. External Expert
Group C Posts	
1. Secretary General or his nominee 2. One Group A Officer of the AIU to be nominated by the President 3. One External Expert to be nominated by the President 4. Divisional Head concerned provided he/she is higher in the rank than the post for which the committee is constituted	1. Secretary General or his nominee 2. External Expert 3. Divisional Head concerned

- 6.2. The post to be filled in through direct recruitment shall be advertised in a National Newspaper, Employment News and the Website of the Association;

- 6.3. Educational qualifications, age limit, method of recruitment and mode of selection for various posts shall be as specified in Schedules I-24 of these Bye-Laws;

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- 6.4. The upper age limit prescribed for direct recruitment shall be relaxable by 5 years in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, PwD and Ex-Servicemen categories as per Govt. of India rules/guidelines notified from time to time;
- 6.5. Upper age-limit as prescribed for direct recruitments shall not be applicable in case of Internal Candidates applying for direct recruitment;
- 6.6. Application fee for direct recruitments may be as prescribed by the Association from time to time;
- 6.7. Vacancies notified for direct recruitment may be filled up on deputation basis by taking officials of appropriate grade on deputation for specified period (s) from the Central/State Governments, Autonomous Bodies and/or Higher Educational Institutions.

7. Rules relating to appointment by Promotion:

- 7.1. Composition of Departmental Promotion Committee (DPC) for promotion quota posts shall be as specified in Schedule 1-24 of these Bye-Laws;
- 7.2. All cases of promotion shall be considered by the DPC concerned which shall go through the records of the eligible employees along with APARs of the latest 3 years available and shall use "Good" as the Benchmark of APARs for promotion;
- 7.3. Without prejudice to the rights of the existing employees for promotion, the Vacancies to be filled up through promotion may be filled up on deputation, if sufficient number of internal candidates are not available, by taking officials of appropriate grade on deputation for specified period(s) from the Central/State Governments, Autonomous Bodies and/or Higher Educational Institutions;
- 7.4. Internal employees of AIU who have completed the minimum prescribed number of years in the feeder cadre and meet the benchmark of APARs for promotion, but do not possess the essential qualification for promotion may be promoted subject to the condition that they shall acquire the essential qualifications required for the higher post within a period of three years from the date of promotion failing which their cases shall be placed before the Staff Affairs Committee for Review.

8. Appointment against Temporary Vacancies/Short-term Contractual Appointment:

- 8.1. Temporary vacancies caused by employees proceeding on leave or on deputation or due to other circumstance including such posts required to be filled up for a specific purpose for a short-duration, may be filled up on deputation or on short-term contract basis;
- 8.2. The President shall have the power to create temporary posts for a period not exceeding six months on the recommendation of the Secretary General;
- 8.3. Appointment against temporary vacancies and/or short-term contractual basis shall be made by the Secretary General with the approval of the President as per the terms and conditions approved by the President/Governing Council from time to time;
- 8.4. Persons appointed against temporary posts or on short-term contractual basis shall be regulated by the following rules:
 - 8.4.1. He/She shall not be entitled to the benefits to which permanent employees are entitled; he/she shall, however, be entitled to Casual Leave on pro rata basis;
 - 8.4.2. The services of such persons may be terminated without assigning any reasons by giving a notice period of seven days;
 - 8.4.3. Such persons can leave the job by giving a notice period of 7 days;

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8.4.4. The services of such an employee shall, unless appointed for a further period, be terminated on the expiry of the period of appointment or if the post is abolished or when the project for which the post was created has been completed.

9. Power to Relax:

9.1. AIU reserves the right to relax minimum eligibility conditions, educational qualifications, age limit, method of recruitment and mode of selection for various posts and/or any provision of these Bye-Laws and that the decision with regard to relaxation in these Bye-Laws shall be taken with the approval of the Governing Council.

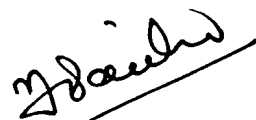
10. Saving Clause:

10.1. All the employees appointed in accordance with the rules, regulations, bye-laws and procedures applicable prior to the notification of these Bye-Laws shall continue to be governed by the same in their substantive position;

10.2. All such matters not specifically provided for in these Bye-Laws shall be dealt with in accordance with the relevant provisions prescribed by Government of India, as amended from time to time;

10.3. The Recruitment Rules for various posts in the AIU are given in Schedules 1 to 24 of these bye laws.


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AIU SANCTIONED STAFF CADRE

Sl. No	Nomenclature of posts	Pay Band and GP	No. of Sanctioned Post	Schedule
1	Additional Secretary	PB-4 Rs.37400-67000 GP-8900	1	1
2	Director Research	PB-4 Rs.37400-67000 GP-8900	1	2
3	Joint Secretary Administration(1), Evaluation(1), Finance(1) Youth Affairs(1), Sports (1)	PB-4 Rs.37400-67000 GP-8700	5	3
4	Joint Director (Research)	PB-4 Rs.37400-67000 GP-8700	1	4
5	Deputy Secretary (Finance (1), Youth Affairs (1), International Affairs (1))	PB-3 Rs.15600-39100 GP-7600	3	5
6	Deputy Director (Research)	PB-3 Rs.15600-39100 GP-7600	1	6
7	Under Secretary (General (06), Accounts(01), Audits (01), Sports 01)	PB-3 Rs.15600-39100 GP-6600	9	7
8	Assistant Director (Research)	PB-3 Rs.15600-39100 GP-6600	3	8
9	Assistant Librarian	PB-3 Rs.15600-39100 GP-6600	1	9
10	PS to SG	PB-3 Rs.15600-39100 GP-5400	1	10
11	Software Engineer/Programmer	PB-3 Rs.15600-39100 GP-5400	1	11
12	Bibliographical Assistant	PB-3 Rs.15600-39100 GP-5400	1	12
13	Section Officer (General (04), Publication (01), Accounts (01))	PB-2 Rs.9300-34800 GP-4800	6	13
14	Sr. PA to SG	PB-2 Rs.9300-34800 GP-4800	1	14
15	Sr. Research Assistant	PB-2 Rs.9300-34800 GP-4800	3	15
16	Assistant (General (11); Data Processing (01); Sports (01) (Caretaker (1); Storekeeper (1))	PB-2 Rs.9300-34800 GP-4200	15	16
17	Research Assistant	PB-2 Rs.9300-34800 GP-4200	1	17
18	Library Assistant	PB-2 Rs.9300-34800 GP-4200	1	18
19	UDC General (11); Reception (01)	PB-1 Rs.5200-20200 GP-2400	12	19
20	Electrician	PB-1 Rs.5200-20200 GP-2400	1	20
21	Driver-cum-Mechanic	PB-1 Rs.5200-20200 GP-2400	1	21
22	LDC	PB-1 Rs.5200-20200 GP-1900	11	22
23	Staff Car Driver	PB-1Rs. 5200-20200 GP-1900	1	23

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24	MTS	PB-1Rs. 5200-20200 GP-1800	22	24
Total Sanctioned Posts			103**	

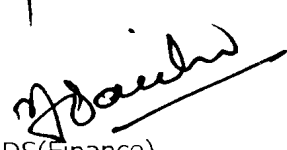
*One Post of Assistant Secretary sanctioned by the Ministry of Youth Affairs & Sports on a consolidated salary of Rs.20,000/-PM for implementing the NSO programme has been vacant as the funds are not received from the Ministry. This position has been re-designated as Assistant and shall be filled up only if the Ministry agrees to release the grant;

**Total sanctioned strength is 104; however, the position of Secretary General is not included in this Staff Cadre as Recruitment Rules for this post form part of Rules & Regulations.

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Secretary General



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**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 1 TO RECRUITMENT RULES**

Name of Post	Additional Secretary
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-4 Rs. 37400-67000,GP Rs. 8900
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India.
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Master's degree from a recognised university with consistently good academic record; and At least 15 years of experience in the field of educational administration/teaching/research/Inter-University Sports and Cultural Programmes/Evaluation/international academic relations/ Workshops/ Conferences/Meets in Central/State Government Departments/ Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations, out of which at least 6years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 7600 or 2 years continuous regular experience at the level of PB-4 (Rs.37400-67000) with GP of Rs.8700 or equivalent; <p>Desirable:</p> <ol style="list-style-type: none"> Knowledge of Government Rules and Regulations Knowledge of functioning of universities their Act & statutes and rules & regulations; Proficiency in working on computer
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not Applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> Officers under the Central / State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with at least 6 years continuous regular experience in educational administration at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 7600 or 2 years continuous regular experience in educational administration at the level of PB-4 (Rs.37400-67000) with GP of Rs. 8700; The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not Applicable

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**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 2 TO RECRUITMENT RULES**

Name of Post	Director (Research)
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-4 Rs. 37400-67000, GP Rs. 8900
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India.
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Doctorate in any discipline; ii. Master's degree from a recognised university with a consistently good academic record; iii. At least 12 years of research experience (excluding research during M.Phil/Ph.D) in Central/ State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations, out of which at least 6 years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 7600 or 2 years continuous regular experience at the level of PB-4 (Rs. 37400-67000) with GP of Rs.8700 or equivalent; iv. Experience in supervising, organising and conducting research in the area of educational administration/educational finance/governance of higher educational institutions/academic and examination reforms/higher education policy; <p>Desirable:</p> <ol style="list-style-type: none"> i. Proficiency in working on computer applications. ii. Knowledge of functioning of universities, their Act & statutes and rules & regulations.
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/ absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central/State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with at least 6years continuous regular research experience at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 7600 or 2 years continuous regular research experience at the level of PB-4(Rs. 37400-67000) with GP of Rs. 8700; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not Applicable

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**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 3 TO RECRUITMENT RULES**

Name of Post	Joint Secretary
No. of Post	05
Classification	Group-A
Pay band and Grade Pay	PB-4 Rs. 37400-67000, GP Rs. 8700
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	50 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Higher Education Institutions of the Government of India.
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Master's degree from a recognised university with consistently good academic record; ii. At least 10 years of experience in the field of educational administration/teaching/research/audit/financial matters/inter-university sports and cultural programmes/foreign education system/workshops/conferences/establishment/ service / personnel / general administration / purchases / procurement in Central / State Government Departments / Autonomous Bodies / Institutions of Higher Education / Public Sector Undertakings / NGOs / Corporates / Consultancy Organisations, out of which at least 5 years continuous regular experience should be at the level of PB-3(Rs. 15,600-39100) with GP of Rs. 7600 or equivalent; iii. Knowledge of Central Government rules relating to administration/establishment/service matters/finances. <p>Desirable:</p> <ol style="list-style-type: none"> i. Knowledge of functioning of universities, their Act & statutes and rules & regulations; ii. Proficiency in working on computer applications
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central Government., State Government, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 5 years administrative experience in PB-3 (Rs. 15600-39100) with GP of Rs. 7600; ii. The period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not Applicable

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ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 4 TO RECRUITMENT RULES

Name of Post	Jt. Director (Research)
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-4 Rs. 37400-67000, GP Rs. 8700
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India.
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Doctorate in any discipline; ii. Master's degree from a recognised university with consistently good academic record; iii. At least 7 years of research experience in Central/State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings/ NGOs/ Corporates/ Consultancy Organisations, out of which at least 5 years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 7600 or equivalent. iv. Experience in supervising and conducting research in the area of educational administration/educational finance/governance of higher educational institutions/academic and examination reforms/higher education policy; <p>Desirable:</p> <ol style="list-style-type: none"> i. Knowledge of functioning of universities, their Act & statutes and rules & regulations; ii. Proficiency in working on computer applications.
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central / State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 5 years research experience in PB-3 (Rs. 15600-39100) with GP of Rs. 7600; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not Applicable

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Secretary General

**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 5 TO RECRUITMENT RULES**

Name of Post	Deputy Secretary
No. of Post	03
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs. 7600
Whether Selection post or Non Selection post	Non-Selection 2/3rd Not applicable 1/3 rd
Age limit for direct recruitment	50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India.
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Master's degree from a recognised university with consistently good academic record; ii. At least 5 years of experience in the field of educational administration/teaching/research/audit/financial matters/Inter-University Sports and Cultural Programmes/Foreign Education System/Workshops/Conferences/Meets in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/Public Sector Undertaking/NGOs/Corporates/Consultancy Organisations, at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 6600 on regular basis or equivalent; iii. Knowledge of administrative and financial rules. <p>Desirable:</p> <ol style="list-style-type: none"> i. Knowledge of functioning of universities, their Act & statutes and rules & regulations; ii. Proficiency in working on computer applications iii. Knowledge of working with foreign academic institutions and their education system;
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age – No Qualifications – Yes
Period of probation, if any	Two years extendable by not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	66-2/3% by promotion & 33-1/3% by direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Promotion: From Under Secretary in the Association having Master's Degree and 5 years of continuous regular experience in PB-3(Rs.15600-39100)with GP of Rs.6600</p> <p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central / State Government Departments, Autonomous Bodies, Institutions of Higher Education holding analogous post on regular basis or with 5 years experience in the field of educational administration / teaching/ research / audit/financial matters/Inter-University Sports and Cultural Programmes/Foreign education system/ Workshops/Conferences/Meets in PB-3 (Rs. 15600-39100) with GP of Rs. 6600 ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Two GC Members Secretary General One Nominee of President & One Expert nominated by SG

Consultant (Meetings)

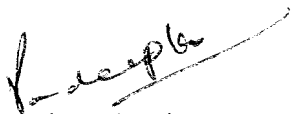
DS (Finance)

JS Meetings/Admin


Secretary General

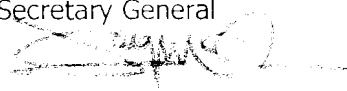
**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 6 TO RECRUITMENT RULES**

Name of Post	Deputy Director (Research)
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs. 7600
Whether Selection post or Non Selection post	Selection
Age limit for direct recruitment	50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India.
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Doctorate in any discipline; Master's degree from a recognised university with consistently good academic record; At least 5 years of research experience in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations, at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 6600 or equivalent; Experience in organising/conducting research in the area of educational administration/educational finance/governance of higher educational institutions/academic and examination reforms/higher education policy; <p>Desirable:</p> <ol style="list-style-type: none"> Knowledge of functioning of universities, their Act & statutes and rules & regulations; Proficiency in working on computer applications.
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age - No Qualifications - Yes
Period of probation, if any	Not applicable
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by Promotion failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Promotion: From Assistant Director in PB-3 (Rs. 15600-39100) with GP of Rs. 6600 on regular basis with 5 years of experience</p> <p>Deputation:</p> <ol style="list-style-type: none"> Officers under the Central /State Government Departments, Autonomous Bodies, Institutions of Higher Education holding analogous post on regular basis or with 5 years research experience in PB-3 (Rs. 15600-39100) with GP of Rs. 6600 . The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	Not applicable
Composition of Promotion Committee	Secretary General One Member of Governing Council One Nominee of President. AIU Director (Research) One Expert from the field of research to be nominated by the Secretary General


Consultant (Meetings)

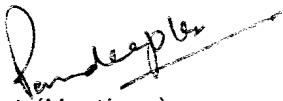

DS (Finance)


JS Meetings/Admin


Secretary General

**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 7 TO RECRUITMENT RULES**

Name of Post	Under Secretary
No. of Post	09
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs. 6600
Whether Selection post or Non Selection post	Non Selection - 2/3 rd Not applicable - 1/3 rd
Age limit for direct recruitment	40 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India.
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Master's degree from a recognised university with consistently good academic record; At least 6 years of experience in the field of establishment/administrative/personnel/audit/financial/foreign education systems/sports and cultural activities in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or at least 5 years continuous regular experience at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 5400 or equivalent; Knowledge of Government rules & regulations <p>Desirable:</p> <ol style="list-style-type: none"> Knowledge of functioning of Universities, their Act & statutes and rules & regulations; Proficiency in working on computer applications
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age - No Qualifications - yes
Period of probation, if any	Two years extendable by not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	2/3 rd (66 2/3%) by promotion on seniority-cum-fitness basis; and 1/3 rd (33 1/3%) by direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Promotion: From Section Officer/Sr. PA in the Association with 6 years of continuous regular experience at the level of PB-2 (Rs. 9300-34800) with GP of 4800 or with 5 years continuous regular experience at the level of PB-3 (Rs.15,600-39100) with GP of Rs. 5400;</p> <p>Deputation:</p> <ol style="list-style-type: none"> Officers under the Central /State Government Departments, Autonomous Bodies and Institutions of Higher Education holding analogous post on regular basis or with 6 years of continuous regular experience of establishment / administrative / personnel/audit/financial/foreign education systems/sports and cultural activities at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or 5 years continuous regular experience at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 5400; The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Secretary General One Nominee of President, AIU Additional Secretary failing which Joint Secretary One Expert nominated by the Secretary General


Consultant (Meetings)



Secretary General


JS Meetings/Admin

Secretary General


ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 8 TO RECRUITMENT RULES

Name of Post	Assistant Director (Research)
No. of Post	03
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs. 6600
Whether Selection post or Non Selection post	Selection -2/3 rd Not applicable - 1/3 rd
Age limit for direct recruitment	40 years (relaxable by 5 years for employees of Government Department/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	Essential: i. Master's degree from a recognised university with consistently good academic record; ii. At least 6 years of research experience in Central/ State Government Departments/ Autonomous Bodies / Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or at least 5 years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 5400 or equivalent; and iii. Proficiency in working on computer applications and data analysis Desirable: i. Doctorate in any discipline
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age -- No Qualifications -- Yes
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	2/3 rd (66 2/3%) by promotion on merit basis; and 1/3 rd (33 1/3%) by direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	Promotion: From Sr. Research Assistant in PB-2 (Rs. 9300-34800) with GP of Rs. 4800 on regular basis Deputation: i. Officers under the Central/State Government Departments, Autonomous Bodies and Institutions of Higher Education holding analogous post on regular basis or with 5 years research experience in PB-3 (Rs. 15600-39100) with GP of Rs. 5400 or 6 years research experience in PB-2 (Rs. 9300-34800) with GP of Rs. 4800 ii. The period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Secretary General Director (Research) Joint Director (Research) One Expert from the field of research to be nominated by the Secretary General


Consultant (Meetings)


DS (Finance)

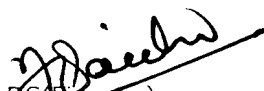

JS Meetings/Admin


Secretary General


**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 9 TO RECRUITMENT RULES**

Name of Post	Assistant Librarian
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs. 6600
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	40 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Master's degree in Library & Information Science from a recognized university with consistently good academic record; At least 6 years of experience of library science services in Central/ State Government Departments/ Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporate/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of 4800 or at least 5 years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 5400 or equivalent; Knowledge of computer based information technology; Proficiency in working on computer applications and data analysis. <p>Desirable:</p> <ol style="list-style-type: none"> Doctorate in any discipline
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> Officers under the Central /State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 6 years of experience of library science services in PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or at least 5 years continuous regular experience at the level of PB-3(Rs. 15,600-39100) with GP of Rs. 5400; The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not applicable


Consultant (Meetings)



Secretary General


JS Meetings/Admin

Secretary General

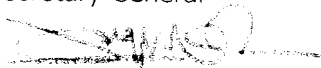
**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 10 TO RECRUITMENT RULES**

Name of Post	PS to SG
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs.5400
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Master's degree from a recognised university with consistently good academic record; At least 2 years of experience in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/ Corporates/NGOs/Consultancy Organizations at the level of PB-2 (Rs. 9300-34800) with GP of 4800 or equivalent; Skill Test Norms [Dictation 10 mts @ 110 w.p.m. and Transcription: 50 w.p.m.. (English) on computer] Proficiency and experience in working on computers for emails, internet, word and data processing application <p>Desirable:</p> <ol style="list-style-type: none"> Good communication and inter-personal skills with ability to manage/schedule appointments travel and meetings' Ability to draft letters, notes, memos, presentation
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> Officers under the Central/ State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 2 years of experience as Sr. Stenographer/Steno Typist in PB-2 (Rs. 9300-34800) with GP of Rs. 4800; The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not applicable


Consultant (Meetings)

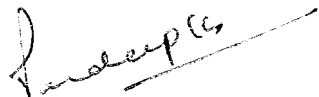

DS (Finance)


JS Meetings/Admin

Secretary General



**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 11 TO RECRUITMENT RULES**

Name of Post	Software Engineer/Programmer
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs.5400
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Masters Degree in Computer Applications/Computer Science/IT from a recognised university with consistently good academic record; ii. At least 2 years of experience in server administration/local area network/software development/computer programming in research establishment and/or in Central/State Government Department/Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/NGOs/Corporates/Consultancy Organizations at the level of PB-2 (Rs. 9300-34800) with GP of Rs.4800 on regular basis or equivalent; <p>Desirable:</p> <ol style="list-style-type: none"> i. Experience of maintaining Software/Hardware/LAN/Networking ii. Well acquainted with recent/latest programming softwares
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central Government., State Government, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 2 years of experience of programming in PB-2 (Rs. 9300-34800) with GP of Rs. 4800; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not applicable


Consultant (Meetings)


DS(Finance)


JS Meetings/Admin

Secretary General


**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 12 TO RECRUITMENT RULES**

Name of Post	Bibliographical Assistant
No. of Post	01
Classification	Group-A
Pay band and Grade Pay	PB-3 Rs. 15600-39100, GP Rs.5400
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Masters Degree in Library & Information Sciences from a recognised university with consistently good academic record; ii. At least 2 years of experience in research establishment and/or in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or 8 years of experience at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4200 on regular basis or equivalent. <p>Desirable:</p> <ol style="list-style-type: none"> i. Knowledge of Digitalization of Library ii. Knowledge of recent/latest programming software
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central /State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 2 years of experience of library & information science in PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or 8 years of experience at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4200; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not applicable

Consultant (Meetings)


DS (Finance)


JS Meetings/Admin

Secretary General


**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 13 TO RECRUITMENT RULES**

Name of Post	Section Officer
No. of Post	06
Classification	Group-B
Pay band and Grade Pay	PB-2 Rs. 9300-34800, GP Rs.4800
Whether Selection post or Non Selection post	Non Selection – 2/3 rd Not applicable – 1/3 rd
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Department/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	Essential: i. Master's degree from a recognised university with consistently good academic record; ii. At least 6 years of experience of handling administrative/audit/accounts/printing & publication/foreign higher education/sports and cultural activities in Central/State Government Departments/Autonomous Bodies /Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of 4200 on regular basis or equivalent; iii. Knowledge of Government rules & regulations Desirable: i. Proficiency in working on computer applications
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age – No Qualifications – Yes
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	2/3 rd (66 2/3%) by promotion on seniority-cum-fitness basis; and 1/3 rd (33 1/3%) by direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: From Assistant in PB-2 (Rs. 9300-34800) with GP of Rs. 4200 on regular basis with 6 years of experience Deputation: i. Officers under the Central/State Government Departments, Universities and Autonomous Bodies holding analogous post on regular basis or with 6 years of experience of handling administrative/audit/accounts/printing & publication/ foreign higher education/sports and cultural activities in PB-2 (Rs. 9300-34800) with GP of Rs. 4200 on regular basis; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 4 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Secretary General Joint Secretary (Admn) failing which Deputy Secretary One Experts to be nominated by the Secretary General


Consultant (Meetings)

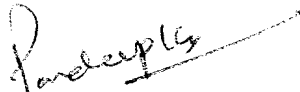

JS (Finance)


JS Meetings/Admin


Secretary General


**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 14 TO RECRUITMENT RULES**

Name of Post	Sr. PA to SG
No. of Post	01
Classification	Group-B
Pay band and Grade Pay	PB-2 Rs. 9300-34800, GP Rs.4800
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Master's degree from a recognized university with consistently good academic record; At least 6 years of experience in Central/ State Government Departments/ Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of 4200 or equivalent; Skill Test Norms [Dictation 10 mts @ 110 w.p.m. Transcription: 50 w.p.m. (English) on computer Knowledge of Computer applications <p>Desirable:</p> <ol style="list-style-type: none"> One year Diploma in Computer applications
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> Officers under the Central/State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 6 years of experience as Stenographer /Steno Typist in PB-2 (Rs. 9300-34800) with GP of Rs. 4200; The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 4 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not applicable


Consultant (Meetings)


DS Finance


JS Meetings/Admin


Secretary General

ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 15 TO RECRUITMENT RULES

Name of Post	Sr. Research Assistant
No. of Post	03
Classification	Group-B
Pay band and Grade Pay	PB-2 Rs. 9300-34800, GP Rs. 4800
Whether Selection post or Non Selection post	Selection – 1/3rd Not applicable – 2/3rd
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	Essential: i. Master's degree from a recognized university with consistently good academic record; ii. At least 6 years of post qualification experience in the area of research work in Central/ State Government Departments/ Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings / NGOs / Corporates / Consultancy Organizations at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4200 on regular basis or equivalent; iii. Proficiency in working on computer applications Desirable: i. Knowledge of recent/latest data analysis software
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age – No Qualifications – Yes
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	1/3 rd (33 1/3%) by promotion on seniority-cum-fitness basis and 2/3 rd (66 2/3%) by direct recruitment (failing which by deputation)
In case of recruitment by promotion /deputation/absorption grades from which promotion/ deputation / absorption to be made	Promotion: From Research Assistant in the Association in PB-2 (Rs. 9300-34800) with GP of Rs. 4200 on regular basis with 6 years of experience Deputation: i. Officers under the Central/ State Government Departments, Autonomous Bodies and Institutions of Higher Education holding analogous post on regular basis or with 6 years research work experience in PB-2 (Rs. 9300-34800) with GP of Rs.4200; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 4 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Secretary General Joint Director (Research) failing which Deputy Director (Research) One Expert from the field of research to be nominated by the Secretary General

Consultant (Meetings)

DS (Finance)

JS Meetings/Admin

Secretary General

ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 16 TO RECRUITMENT RULES

Name of Post	Assistant
No. of Post	15
Classification	Group-B
Pay band and Grade Pay	PB-2 Rs. 9300-34800, GP Rs.4200
Whether Selection post or Non Selection post	Non Selection – 3/4 th (75%) Not applicable – 1/4 th (25%)
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	Essential: i. Bachelor's degree from a recognised university with consistently good academic record; ii. At least 10 years of experience of handling administrative/stores / estate/audit/accounts/ printing & publication/ foreign higher education /sports and cultural activities in Central/ State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings /NGOs/ Corporate/ Consultancy Organizations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2400 or equivalent or 6 years of experience in PB-1 (Rs. 5200-20200) with GP of Rs. 2800 on regular basis or equivalent Desirable: i. Proficiency in working on computer applications
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age – No Educational Qualifications – Yes
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	3/4 th (75%) by promotion on seniority-cum-fitness basis; and 1/4 th (25%) by direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: From UDC in PB-1 (Rs. 5200-20200) with GP of Rs. 2400 on regular basis with 10 years of experience Deputation: i. Officers under the Central/State Government Departments, Autonomous Bodies, Institutions of Higher Education holding analogous post on regular basis or with 10 years of experience of handling administrative/stores/estate/audit/accounts/printing & publication/ foreign higher education/sports and cultural activities in PB-1 (Rs. 5200-20200) with GP of Rs. 2400 or 6 years of experience in PB-1 (Rs. 5200-20200) with GP of Rs. 2800 ; iii. The period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 4 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Secretary General Joint Secretary (Admn) failing which Deputy Secretary One Experts to be nominated by the Secretary General

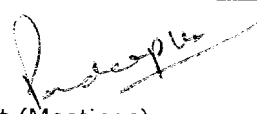
Consultant (Meetings)

Secretary General

JS Meetings/Admin

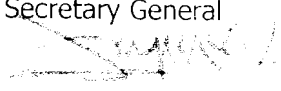
**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 17 TO RECRUITMENT RULES**

Name of Post	Research Assistant
No. of Post	01
Classification	Group-B
Pay band and Grade Pay	PB-2 Rs. 9300-34800,GP Rs. 4200
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India)
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Master's Degree from a recognised university with consistently good academic record with a minimum of 4 years experience in teaching/ research in Central/ State Government Departments/Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings/ NGOs/ Corporate/Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent; OR ii. Bachelor's Degree from a recognised university with consistently good academic record with a minimum of 6 years experience in teaching/research in Central/ State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/Public Sector Undertakings/NGOs/Corporate/Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent; iii. Proficiency in working on computer applications, data analysis and word processing; <p>Desirable:</p>
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% Direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central/State Government Departments, Autonomous Bodies and Institutions of Higher Education holding analogous post on regular basis or with 6 years research work experience in PB-1 (Rs. 5200-20200) with GP of Rs.2800; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 4 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not applicable


Consultant (Meetings)


DS (Finance)


JS Meetings/Admin


Secretary General

**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 18 TO RECRUITMENT RULES**

Name of Post	Library Assistant
No. of Post	01
Classification	Group-B
Pay band and Grade Pay	PB-2 Rs. 9300-34800, GP Rs.4200
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/Institutions of Higher Education in the Government of India
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i. Master's Degree from a recognised university with consistently good academic record with a minimum of 4 years experience in Library in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/ NGOs/ Corporates/ Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent; OR ii. Bachelor's Degree from a recognised university with consistently good academic record with a minimum of 6 years experience in Library in Central/ State Government Departments/ Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/NGOs/Corporates/Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent; iii. Knowledge of computer/information technology in library/ documentation related work <p>Desirable:</p> <ol style="list-style-type: none"> i. Experience in digitization of library
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% Direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> i. Officers under the Central /State Government Departments, Autonomous Bodies/Institutions of Higher Education holding analogous post on regular basis or with 6 years of library services experience in PB-1 (Rs. 5200-20200) with GP of Rs. 2800. ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 4 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Not applicable

Consultant (Meetings)

DS (Finance)

JS Meetings/Admin

Secretary General

**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 19 TO RECRUITMENT RULES**

Name of Post	UDC
No. of Post	12
Classification	Group-C
Pay band and Grade Pay	PB-1 Rs. 5200-20200, GP Rs.2400
Whether Selection post or Non Selection post	Non Selection – 4/5th (80%) Not applicable –1/5th (20%)
Age limit for direct recruitment	Between 18 to 35 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/Institutions of Higher Education in the Government of India)
Educational and other qualifications required for direct recruits	Essential: i. Bachelor's degree from a recognised university with consistently good academic record; ii. At least 8 years of experience in the grade of LDC/Junior Steno in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/ NGOs/ Corporates/ Consultancy organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 1900 on regular basis or equivalent Desirable: i. Experience in office administration, accounting and budgeting ii. Proficiency in working on computer applications
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age – No Qualifications – No
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	80% by promotion on seniority-cum-fitness basis and 20% by direct recruitment (failing which by deputation)
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: From LDC in PB-1 (Rs. 5200-20200) with GP of Rs. 1900 on regular basis with 8 years of experience Deputation: i. Officers under the Central /State Government Departments, Autonomous Bodies/Institutions of Higher Education holding analogous post on regular basis or with 8 years of experience as LDC in PB-1 (Rs. 5200-20200) with GP of Rs. 1900 on regular basis. ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of Promotion Committee	Secretary General Joint Secretary Deputy Secretary

Consultant (Meetings)

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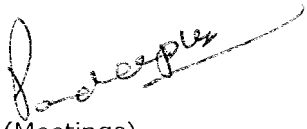
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Secretary General


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**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 20 TO RECRUITMENT RULES**

Name of Post	Electrician
No. of Post	1
Classification	Group-C
Pay band and Grade Pay	PB-1 Rs. 5200-20200, GP Rs.2400
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	Between 18 to 35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education in the Government of India)
Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Matriculation from a recognized Board with Diploma in Electrical Engineering or 10+2 with ITI Electrical Certificate</p> <p>ii. At least 8 years post qualification experience in Central/ State Government Departments/Autonomous Bodies /Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of 1900 on regular basis or equivalent</p> <p>Desirable:</p> <p>i. Knowledge of repairing AC/Generator/Electrical instruments /machines</p> <p>ii. Proficiency in working on computer applications</p>
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100 % Direct recruitment, failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <p>i. Officers under the Central /State Government Departments, Autonomous Bodies/Institutions of Higher Education holding analogous post on regular basis or with 8 years of relevant experience in PB-1 (Rs. 5200-20200) with GP of Rs. 1900 on regular basis.</p> <p>ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years.</p>
Composition of Selection Committee	As per Rule 6.1 above
Composition of DPC	Not applicable


Consultant (Meetings)

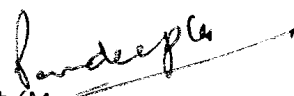

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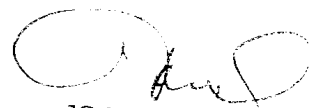

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**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 21 TO RECRUITMENT RULES**

Name of Post	Driver-cum-Mechanic
No. of Post	1
Classification	Group-C
Pay band and Grade Pay	PB-1 Rs. 5200-20200, GP Rs.2400
Whether Selection post or Non Selection post	Not Applicable
Age limit for direct recruitment	Between 18 to 35 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/Institutions of Higher Education in the Government of India
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 12th class pass from a recognised Board Having valid commercial driving licence for LMV/HMV At least 8 years post qualification experience of driving in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of 1900 on regular basis or equivalent <p>Desirable:</p> <ol style="list-style-type: none"> Certificate of Motor Mechanic Knowledge of repairing generator set and other equipments
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not Applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100 % Direct recruitment, failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ol style="list-style-type: none"> Officers under the Central /State Government Departments, Autonomous Bodies/Institutions of Higher Education holding analogous post on regular basis or with 8 years of relevant experience in PB-1 (Rs. 5200-20200) with GP of Rs. 1900; The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of DPC	Not applicable


Consultant (Meetings)


Secretary General

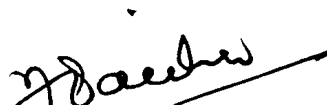

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ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 22 TO RECRUITMENT RULES

Name of Post	LDC
No. of Post	11
Classification	Group-C
Pay band and Grade Pay	PB-1 Rs. 5200-20200, GP Rs.1900
Whether Selection post or Non Selection post	Not applicable – 85% Selection – 15%
Age limit for direct recruitment	Between 18 to 28 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education in the Government of India)
Educational and other qualifications required for direct recruits	Essential: i. 12 th class pass or equivalent from a recognised Board with a minimum of 3 years of experience of working in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/NGOs/Corporates/Consultancy Organisations in GP 1800 on regular basis or equivalent; OR Graduates in any discipline from a recognised university with consistently good academic record; and ii. Typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer provided that those with one-year Certificate/Diploma in Desktop Publishing/Data Processing/Word Processing may not be required to take typing test; Desirable: i. Proficiency in computer applications
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Age – No Qualifications – yes
Period of probation, if any	Two years, extendable by period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	15% by promotion and 85% by direct recruitment
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	i. 85% by direct recruitment ii. 15% by Promotion to be filled from amongst the Group C staff working in the AIU in GP of Rs. 1800
Composition of Selection Committee	As per Rule 6.1 above
Composition of DPC	Additional Secretary Joint Secretary Deputy Secretary


Consultant (Meetings)


DS(Finance)

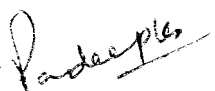

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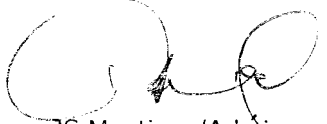


ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 23 TO RECRUITMENT RULES

Name of Post	Staff Car Driver
No. of Post	1
Classification	Group-C
Pay band and Grade Pay	PB-1 Rs. 5200-20200, GP Rs.1900
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	Between 18 to 28 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Institutions of Higher Education in the Government of India)
Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> ii. 12th class pass or equivalent from a recognised Board with consistently good academic record; iii. Having valid commercial driving license for LMV/HMV iv. At least 3 years post qualification experience of driving in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of 1800 on regular basis or equivalent <p>Desirable:</p> <ul style="list-style-type: none"> i. Ability to locate faults and carrying out minor repairs in cars
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by Direct recruitment failing which by deputation
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <ul style="list-style-type: none"> i. Officers under the Central /State Government Departments, Autonomous Bodies/Institutions of Higher Education holding analogous post on regular basis or with 3 years of relevant experience in PB-1 (Rs. 5200-20200) with GP of Rs. 1800; ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years.
Composition of Selection Committee	As per Rule 6.1 above
Composition of DPC	Not applicable


 Consultant (Meetings)


 DS(Finance)


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Secretary General

**ASSOCIATION OF INDIAN UNIVERSITIES
[NEW DELHI]
SCHEDULE 24 TO RECRUITMENT RULES**

Name of Post	Multi-Tasking Staff
No. of Post	22
Classification	Group-C
Pay band and Grade Pay	PB-1 Rs. 5200-20200, GP Rs.1800
Whether Selection post or Non Selection post	Not applicable
Age limit for direct recruitment	Between 18 to 25 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education in the Government of India)
Educational and other qualifications required for direct recruits	Essential: i. Matriculation or equivalent pass from a recognized Board Or ITI Pass Desirable: i. Knowledge and experience of office related work including upkeep and maintenance
Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotes	Not applicable
Period of probation, if any	Two years, extendable by a period of not more than one year
Method of recruitment; whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100 % Direct recruitment
In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
Composition of Selection Committee	As per Rule 6.1 above
Composition of DPC	Not applicable

Consultant (Meetings)

DS(Finance)

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