

RECRUITMENT RULES FOR THE INSTITUTE STAFF 2013

**INSTITUTE OF ECONOMIC GROWTH
UNIVERSITY ENCLAVE
DELHI UNIVERSITY NORTH CAMPUS
DELHI - 110007**

T.B. Hawani

**INSTITUTE OF ECONOMIC GROWTH
RECRUITMENT RULES FOR THE INSTITUTE STAFF 2013**

Definitions and Mode of Implementation:

1. 'Institute' means Institute of Economic Growth (referred here in as IEG);
2. 'Staff' means Non-Teaching Employees of the Institute;
3. Recruitment Rules means rules for recruitment for the Non-Teaching Employees of the Institute relating to age limit, educational and other qualifications, period of probation, method of recruitment including promotion, and other such matters;
4. Age Limit for Direct Recruitment
 - a. 'Age Limit' refers to Upper Age Limit;
 - b. Upper Age Limit applies only for direct recruits and shall not be insisted upon in the case of internal IEG Staff applying for 'Limited Departmental Examination' (LDE) and /Or direct recruitment through open advertisement;
 - c. The Upper Age Limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to Scheduled Casts, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen, and Other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the Delhi University/ Institute;
5. 'Limited Departmental Examination' (LDE) means a competitive test limited to certain specified category/ categories of post or grade holders of the IEG staff for promotion to a specified higher post or grade;
6. 'Regular Service' means service rendered by an employee in the cadre on a regular basis other than service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority;
7. Every appointment through direct recruitment/ open selection shall invariably be made only after making an open advertisement in leading newspapers and placing it in the Institute's website;

M. Bhavani

8. Reservation in recruitment for specified categories such as SC, ST and OBC shall be as per the Government of India rules issued from time to time;
9. All the candidates for direct recruitment will be required to appear in written and/or skill test to adjudge their ability of expression and knowledge relating to their work. The selection will be based on the performance of the candidates in the test and interview. The Scheme of examination including weightage of marks for written/ skill test and interview etc., will be as prescribed by the Institute;
10. Departmental Promotion Committee shall be responsible for promotion and Limited Departmental Examination or Test to the specified posts;
11. The Recruitment year for promotion will be calendar year. The **eligibility list** for promotion shall be prepared with reference to the date of completion by the staff of the prescribed qualifying service in the cadre as on 1st January of the Recruitment year in their respective grade/ post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of staff in the feeder grade in terms of these Rules e.g., educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However, this shall not be applied in the case of employees who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time;
12. The promotion for all the staff will be based on seniority-cum-fitness, quality of Annual Confidential Report (ACR)/ Annual Performance Appraisal Report (APAR) for the last **five years** and vigilance clearance. For the gradation in ACRs/ APARs for the preceding five years, the **bench mark** for promotion will be '**Good**' provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any major penalty under disciplinary rules during the preceding **five years**;
13. For purpose of appearing in the Limited Departmental Examination (LDE) for all posts the benchmark in the ACRs/ ARPRs for the preceding three years will be '**Good**';
14. The Scheme of Examination and weightage of marks for limited departmental examination will be as prescribed by the Institute from time to time;
15. Selection of an employee to a higher post/ grade through LDE will be treated as 'Promotion' for all purposes;

MBhavani

16. Departmental Promotion Committee will meet at least once a year preferably in the first quarter;
17. The Seniority list, Annual Performance Appraisal Report (APAR) for the last 5 years, Recruitment Rules (RR) of the post, and list of eligible persons be kept before the DPC;
- *18. Whenever the vacancies arise due to grant of deputation/ lien to employees, the same may be filled in on *ad hoc* basis amongst internal eligible staff. However, if the employee who went on deputation/ lien joins back, person promoted against his lien will be reverted back to his original post. If the employee who went on deputation/ lien resigns, the post will be filled as per the Recruitment Rules;
19. Promotion to the post shall be effective from the date of approval of the recommendations of the DPC by the Director/ joining by the candidate whichever is later;
20. Other than the Recruitment/ Promotion Rules specified hereinbefore Institute follows Modified Assured Career Progression Scheme (MACPS) for all the Non-Teaching employees excepting Drivers, whose promotion is considered under Staff Car Driver Promotion Scheme (SCDP). These Schemes are at par as applicable for same categories of the staff of Govt. of India / University of Delhi;
21. In regard to matters not specified or referred to in these rules, decisions/ regulations of the Committee on Administration and Finance (CAF)/ Board Of Governors (BOG) will be applicable;
22. These Rules will be effective from the date of approval by the Board of Governors of the Institute.

**INSTITUTE OF ECONOMIC GROWTH
RECRUITMENT RULES FOR THE INSTITUTE STAFF 2013**

INDEX		
S. No.	Classification/ Post	Page No.
I	<i>Ministerial - Administrative staff</i>	
1	Administrative Assistant	1
2	Senior Assistant	2
3	Assistant	3
4	Junior Assistant	4
II	<i>Ministerial - Secretarial staff</i>	
5	Senior Stenographer/ Office Secretary	5
6	Stenographer	6
7	Steno-Typist	7
III	<i>Non-Ministerial - Library staff</i>	
8	Professional Assistant	8
9	Semi-Professional Assistant	9
10	Senior Library Attendant	10
11	Library Attendant	11
IV	<i>Non-Ministerial - Computer staff</i>	
	Assistant Programmer	12
	Technical Assistant	13
	Senior Lab Assistant	14
	Lab Assistant	15
V	<i>Miscellaneous Staff</i>	
	Caretaker	16
	Driver	17
	Multi Task Staff (Office Attendant, Peon, Chowkidar, Safai Karamchhari, Mali, Kitchen Assistant, and Bearer)	18
	Head Mali	19
VI	<i>Hostel Staff</i>	
	Cook	20

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Ministerial - Administrative Staff

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Name of the Post	Administrative Assistant
Scale of Pay	PB-2 9300-34800 GP 4600
Classification	Ministerial, Administrative, Group B
Age Limit	40 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential 1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks <u>And</u> Diploma/ Certificate Of Minimum 6 Months Duration In Computer Application/ Office Management/ Secretarial Practices/ Finance Management/ Accounts Or Equivalent Discipline from a recognised university.</p> <p style="text-align: center;">OR</p> <p>Graduate degree with minimum 50% marks in Computer Application/ Office Management/ Secretarial Practices/ Financial Management/ Accounts or equivalent discipline from a recognised university.</p> <p>2. Minimum 6 years of administrative experience</p> <p>Desirable Professional qualifications like LL.B/ MCA/ PGDM/ MBA/ MBE etc.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment</p> <p>50% by LDE failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion Senior Assistant working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 5 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p> <p>LDE Amongst Senior Assistants working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 3 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p>

T. Bhavani

Name of the Post	Senior Assistant
Scale of Pay	PB-2 9300-34800 GP 4200
Classification	Ministerial, Administrative, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks in any discipline from a recognised university <u>and</u> Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline; <p style="text-align: center;"><u>OR</u></p> <p>Graduate degree in Computer Applications/ Office Management/ Secretarial Practice/ Financial Management or equivalent discipline.</p> <ol style="list-style-type: none"> 2. working knowledge of latest software packages like MIS, Tally, Income Tax, etc. <p>Desirable</p> <p>Work experience in General Administration, Finance, Accounts, Purchase, etc.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment</p> <p>50% by LDE failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Assistant working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 5 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p> <p>LDE</p> <p>Amongst Assistants working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 3 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p>

T. Bhavani

Name of the Post	Assistant
Scale of Pay	PB-1 5200-20200 GP 2400
Classification	Ministerial, Administrative, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <p>Graduate with minimum 50% marks in any discipline from a recognised university with working knowledge of computers and <u>and</u> Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline;</p> <p style="text-align: center;"><u>OR</u></p> <p>Graduate degree in Computer Applications/ Office Management/ Secretarial Practice/ Financial Management or equivalent discipline.</p> <p>Desirable</p> <ol style="list-style-type: none"> 1. working knowledge of latest software packages like MIS, Tally, Income Tax, etc. 2. Minimum 2 years of administrative experience.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment</p> <p>50% by LDE failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Junior Assistant working in the pay scale of PB-1 5200-20200 GP 1900 with a minimum period of 5 years regular service in the cadre.</p> <p>LDE</p> <p>Amongst Junior Assistants working in the pay scale of PB-1 5200-20200 GP 1900 with a minimum period of 3 years regular service in the cadre.</p>

Prabhavani

Name of the Post	Junior Assistant
Scale of Pay	PB-1 5200-20200 GP 1900
Classification	Ministerial, Administrative, Group C
Age Limit	27 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks <u>or</u> a Graduate from a recognised university; 2. Diploma or a Certificate of minimum 6 months duration in Computer Applicatins/ Office Management/ Secretarial Practices/ Financial Management or equivalent discipline from a recognised university; 3. Having a type speed of 40 words per minute in English or 30 words per minute in Hindi typing through computers. <p>Desirable working knowledge of latest software packages like MIS, Tally, Income Tax, etc.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmenatal Examination (LDE) and percentage of posts to be filled in by various methods	<p>75% Direct Recruitment 25% LDE failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>LDE</p> <p>Amongst Multi Task Staff (Office Attendants/ Peons/ Chowkidar) working in the pay scale of PB-1 5200-20200 GP 1800 with a Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks and minimum period of 3 years regular service in the cadre.</p>

Prabhavani

Ministerial - Secretarial Staff

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Name of the Post	Senior Stenographer/ Office Secretary
Scale of Pay	PB-2 9300-34800 GP 4600
Classification	Ministerial, Secretarial, Group B
Age Limit	40Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks <u>And</u> Diploma/ Certificate Of Minimum 6 Months Duration In Computer Application/ Office Management/ Secretarial Practices/ Finance Management/ Accounts Or Equivalent Discipline from a recognised university; <p style="text-align: center;">OR</p> <p>Graduate degree with minimum 50% marks in Computer Application/ Office Management/ Secretarial Practices/ Financial Management/ Accounts or equivalent discipline from a recognised university.</p> <ol style="list-style-type: none"> 2. Minimum 6 years of stenography experience. <p>Desirable</p> <p>Professional qualifications like LL.B/ MCA/ PGDM/ MBA/ MBE etc.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by LDE failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Stenographer working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 5 years regular service in the cadre.</p> <p>LDE</p> <p>Amongst Stenographers working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 3 years regular service in the cadre.</p>

M. Bhavani

Name of the Post	Stenographer
Scale of Pay	PB-2 9300-34800 GP 4200
Classification	Ministerial, Administrative, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks in any discipline from a recognised university with working knowledge of operating computers. 2. Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice or equivalent discipline. 3. Having a shorthand speed of 80 words per minute and type speed of 40 words per minute in English or shorthand speed of 60 words per minute and 30 words per minute in Hindi typewriting through computers. <p>Desirable Stenography experience.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by LDE failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion Steno-Typist working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 5 years regular service in the cadre and knowledge of operation of computers.</p> <p>LDE Amongst Steno-Typists working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 3 years regular service in the cadre knowledge of operation of computers.</p>

T. B. Shavani

Name of the Post	Steno-typist
Scale of Pay	PB-1 5200-20200 GP 2400
Classification	Ministerial, Secretarial, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	Essential <ol style="list-style-type: none"> 3. Graduate in any discipline from a recognised university. 4. Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice or equivalent discipline. 5. Having a shorthand speed of 80 words per minute and type speed of 40 words per minute in English or shorthand speed of 60 words per minute and 30 words per minute in Hindi typewriting through computers.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

M. Shavani

Non-Ministerial - Library Staff

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Name of the Post	Professional Assistant
Scale of Pay	PB-2 9300-34800 GP 4200
Classification	Non-Ministerial, Library, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Masters in any discipline from a recognised university and B.Lib.Sc/ B.LI.Sc with minimum 50% marks <u>Or</u> M.Lib.Sc/ M. LI. Sc. With minimum 50% marks from a recognised university; 2. Six months course in Computer Applications/ Computer Course at Graduate or Masters level. <p>Desirable</p> <ol style="list-style-type: none"> 1. Social Sciences background, knowledge of computerisation, Library software, digitalisation, E-resources, E-databases, etc. 2. Work experience.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by LDE failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Semi-Professional Assistants working in the pay scale of PB-1 5200-20200 GP 2800 with a minimum period of 5 years regular service in the cadre.</p> <p>LDE</p> <p>Amongst Semi-Professional Assistants working in the pay scale of PB-1 5200-20200 GP 2800 with a minimum period of 3 years regular service in the cadre.</p>

M. Shavani

Name of the Post	Semi-Professional Assistant
Scale of Pay	PB-1 5200-20200 GP 2800
Classification	Non-Ministerial, Library, Group C
Age Limit	32 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks; 2. B.Lib.Sc/ B.LI.Sc with minimum 50% marks from a recognised university; 6. Six months course in Computer Applications. <p>Desirable</p> <p>Social Sciences background, with work experience of computerisation, Library software, digitalisation, E-resources, E-databases, etc.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by LDE failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Senior Library Attendants working in the pay scale of PB-1 5200-20200 GP 1900 with a Graduate degree and a certificate in Library Sciences/ Library Information Science with a minimum period of 5 years regular service in the cadre.</p> <p>LDE</p> <p>Amongst Senior Library Attendants working in the pay scale of PB-1 5200-20200 GP 1900 with a Graduate degree and a certificate in Library Sciences/ Library Information Science with a minimum period of 3 years regular service in the cadre.</p>

M. Shavani

Name of the Post	Senior Library Attendant*
Scale of Pay	PB-1 5200-20200 GP 1900
Classification	Non-Ministerial, Library, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks <u>or</u> a graduate from a recognised university; 2. A Certificate in Library Sciences/ Library Information Science; 3. Six months basic course in Computer Applications. <p>Desirable</p> <p>Experience of working with Social Sciences Libraries</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by Limited Departmental Examination.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Library Attendant working in the pay scale of PB-1 5200-20200 GP 1800 with a minimum period of 5 years regular service in the cadre.</p> <p>LDE</p> <p>Amongst Library Attendants working in the pay scale of PB-1 5200-20200 GP 1800 with a minimum period of 3 years regular service in the cadre.</p>
* Note: This post is at par with the Junior Library and Information Assistant of Univeristy of Delhi.	

Thakurani

Name of the Post	Library Attendant
Scale of Pay	PB-1 5200-20200 GP 1800
Classification	Non-Ministerial, Library, Group D
Age Limit	27 Years
Educational and Other Qualifications required for Direct Recruitment	Essential <ol style="list-style-type: none"> 1. A Secondary School Certificate (10th Standard); 2. A Certificate in Library Sciences/ Library Information Science; 3. Six months basic course in Computer Applications.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	NA

M. Shavani

Non-Ministerial - Computer Staff

MBhavani

Name of the Post	Assistant Programmer
Scale of Pay	PB-2 9300-34800 GP 4600
Classification	Non-Ministerial, Computer, Group B
Age Limit	40Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Masters in the relevant field with minimum 50% marks from a recognised University. <p style="text-align: center;">OR</p> <p>Engineering Graduate Degree in the relevant field with minimum 50% Marks from a recognised University;</p> <ol style="list-style-type: none"> 2. Minimum 5 Years Of Work Experience in the related field in a reputed Organisation – Public/ Private in Software/ Hardware. <p>Desirable</p> <p>Operational knowledge of statistical and econometric software packages.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by LDE failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Technical Assistant working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 5 years regular service in the cadre.</p> <p>LDE</p> <p>Amongst Technical Assistants working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 3 years regular service in the cadre.</p>

Prabhavani

Name of the Post	Technical Assistant (Computer)
Scale of Pay	PB-2 9300-34800 GP 4200
Classification	Non-Ministerial, Computer, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Masters in relevant field from a recognised university <u>Or</u> Engineering Graduate with minimum 50% marks from a recognised university; 2. Five years work experience in the related field in a reputed organisation – public/ private software/ hardware. <p>Desirable</p> <p>Knowledge of operation of statistical and econometric software packages.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by LDE failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Senior Lab Assistants working in the pay scale of PB-1 5200-20200 GP 2800 with a minimum period of 5 years regular service in the cadre.</p> <p>LDE</p> <p>Amongst Senior Lab Assistants working in the pay scale of PB-1 5200-20200 GP 2800 with a minimum period of 3 years regular service in the cadre.</p>

Mishra

Name of the Post	Senior Lab Assistant (Computer)
Scale of Pay	PB-1 5200-20200 GP 2800
Classification	Non-Ministerial, Computer, Group C
Age Limit	32 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential Graduate in the relevant field with minimum 50% marks from a recognised university and 2 years experience, <u>OR</u> Masters degree in the relevant field.</p> <p>Desirable work experience in the related field in a reputed organisation – public/ private in software/ hardware.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by direct recruitment.</p> <p>50% by LDE failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion Lab Assistant working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 5 years regular service in the cadre.</p> <p>LDE Amongst Lab Assistants working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 3 years regular service in the cadre.</p>

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Name of the Post	Lab Assistant (Computer)
Scale of Pay	PB-1 5200-20200 GP 2400
Classification	Non-Ministerial, Computer, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <p>Graduate in the relevant field with minimum 50% marks from a recognised university and Diploma in Computer Applications or in anyother relevant field.</p> <p style="text-align: center;"><u>OR</u></p> <p>Three year Diploma in Engineering in relevant field with minimum 50% marks and 2 years of experience in relevant field.</p> <p>Desirable</p> <p>Experience in ICT systems maintenance including desktops/ laptops/ networking systems or relevant area.</p>
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmenatal Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

T. Bhavani

Miscellaneous Staff

PBhavani

Name of the Post	Overseer-cum-Caretaker
Scale of Pay	PB-1 5200-20200 GP 2800
Classification	Miscellaneous, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <p>10th Standard with ITI Trade Certificate or an equivalent qualification in Electrical/ Civil/ Plumbing/ Airconditioning; and atleast 3 years experience in the field, preferably in a Government department/ organisation or commercial establishment of repute; <u>OR</u> 3 year Diploma in Engineering with minimum 50% marks or an equivalent qualification in Electrical/ Civil/ Plumbing/ Air-conditioning</p> <p>Note: Preference will be given to Ex-servicemen.</p> <p>Desirable</p> <p>Hands-on Experience of –</p> <ol style="list-style-type: none"> Preparation of estimates of the construction, repair, maintenance and new works to be done in respect of Staff Flats, Office, Hostel buildings and Roads within the Institute and any other similar work; Supervision of construction, repair, and maintenance works including civil, electrical, plumbing, carpentry, sanitary works, etc.; Purchase and handling of engineering stores in respect of civil, electrical, sanitary and carpentry items, etc.; Measurement of the works/ items done by the contractors and making the entries in Measurement Books; Verification of bills as per the approved DSR rates, prevailing market rates in accordance with the provision and other regulations applicable.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

Dr. Ravani

Name of the Post	Driver
Scale of Pay	PB-1 5200-20200 GP 1900
Classification	Miscellaneous, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	Essential <ol style="list-style-type: none"> 1. Pass Secondary School Certificate (10th Standard) from a recognised school; 2. Possession of a valid driving license of the motor vehicle and knowledge of motor mechanism (the candidate should be able to solve minor problems); 3. At least 3 years experience of driving a motor vehicle.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

T B Shavani

Name of the Post	Multi Task Staff *
Scale of Pay	PB-1 5200-20200 GP 1800
Classification	Miscellaneous
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	Essential 1. Secondary School Certificate (10th Standard) or its equivalent examination from a recognised school;
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A
*Current posts of the Institute that comes under Multi Task Staff (MTS)	Office Attendant, Peon, Chowkidar, Safai Karamchhari, Mali, Kitchen Assistant, Bearer; Note: In addition to the essential qualifications specified above, the following qualifications are required - 1. For the post of Chowkidar a. Experience in Armed Forces; b. Training in Basic & Refresher Course in Home Guards and Civil Defence; c. ITI Trade Certificate from a recognised institute which can be useful for working in the IEG 2. For the post of Mali , a. conversant with gardening/ landscaping operations with agricultural background including operation of tools. 3. For the posts of Kitchen Assistant and Bearer , a. Certificate course in Catering or Cooking from a recognised government Institute or a reputed Hotel or hands-on experience in cooking of Indian or Western dishes in general from a Hotel or Guest House of repute.

Name of the Post	Head Mali (Garden Chowdhary)
Scale of Pay	PB-1 5200-20200 GP 1900
Classification	Miscellaneous, Group D
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	Essential <ol style="list-style-type: none"> 1. Secondary School Certificate (10th Standard); 2. At least 5 years experience as Skill Mali or an equivalent post in a University/ Research Institution/ Gardens maintained by Civic Bodies.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Promotion failing which by Direct Recruitment;
In case of Recruitment by Promotion grades from which promotion to be made, in case of LDE grades for which examination to be conducted	Promotion Multi Task Staff (Mali) working in the pay scale of PB-1 5200-20200 GP 1800 with a minimum period of 5 years regular service in the cadre;

Abhivani

Hostel Staff

T Bhavani

Name of the Post	Cook
Scale of Pay	PB-1 5200-20200 GP 1900
Classification	Hostel, Group D
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	Essential <ol style="list-style-type: none"> 1. Secondary School Certificate (10th Standard) or its equivalent examination from recognised Board/ Institution; 2. Certificate course in Catering or Cooking from a recognised government Institute or a reputed Hotel <u>Or</u> Should have hands-on experience in cooking of Indian or Western dishes in general from a Hotel or Guest House of repute.
Period of Probation	One Year for Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A.

Thakurani



INSTITUTE OF ECONOMIC GROWTH

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Professor Manoj Panda
Director

D.O/1258 /2014

February 3, 2014

CORRIGENDUM

The Board considered the report of the Committee on Recruitment Rules for non-teaching staff of the Institute at its 160th Meeting of the Board of Governors (BoG) held on Wednesday, December 11, 2013. The Board approved the "Recruitment Rules for the Institute Staff 2013" for the non-teaching staff of the Institute with the following observations:

In the second line of the rule 18, after eligible staff the words "according to Rule 12" may be added.

Therefore, rule 18 be read as under:

"Whenever the vacancies arise due to grant of deputation/lien to employees, the same may be filled in on ad hoc basis among internal eligible staff according to Rule 12. However, if the employee who went on deputation/lien joins back, person promoted against his lien will be reverted back to his original post. If the employee who went on deputation/lien resigns, the post will be filled as per the Recruitment Rules".

Manoj Panda
(Manoj Panda)