

1.	Name of the Post	Deputy Registrar
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB-3 (`15600 – 39100) with Grade Pay of `7600/-. After five years of service as Deputy Registrar with Grade Pay of `7600/- an incumbent will automatically move to the higher Grade Pay of `8700/- with the same designation.
4.	Whether Selection Post or non-Selection Posts	Selection
5.	Age limit for direct recruits	Preferably Below 45 years
6.	Educational and other qualifications required for direct recruits	<p>Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p>Experience: i) 9 years' experience as Assistant Professor in the AGP of `6000/- and above with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar or equivalent.</p> <p>Desirable i) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit). ii) Qualification in area of Management / Engineering / Law. iii) Experience in handling computerized administration / legal / financial / establishment matters.</p>
7.	Relaxation in age for contract/deputation appointment	Relaxation as per GOI rules will be applicable for deputation, however, no relaxation is applicable for contract appointment.
8.	Period of probation, if any	2 years
9.	In case of recruitment, by deputation, grades from which contract/ deputation to be made	<p>Deputation: Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU / Industry :</p> <p>a) i) holding analogous post or ii) With at least 5 years' service in posts in the GP pay of `6600/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters. b) Possessing educational qualification as prescribed in Col. 6.</p>

1.	Name of the Post	Assistant Registrar
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB – 3 (` 15,600 – 39,100) with Grade Pay of ` 5400/-. After eight years of service as Assistant Registrar with GP of ` 5400/-, an incumbent will be assessed by the DPC for moving to the higher GP of ` 6600/- with the same designation.
4.	Whether Selection Post or non-Selection Posts	Selection
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	<p>Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record.</p> <p>OR</p> <p>Employees of the institute serving as Superintendent SG-II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of ` 4800/- or higher with Master's degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualifications.]</p> <p>Desirable</p> <p>i) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts). ii) Experience in handling computerized administration / legal / financial / establishment matters. iii) Qualification in area of Management / Engineering / Law.</p>
7	Relaxation in age for contract/deputation appointment	Relaxation as per GOI rules will be applicable for deputation, however, no relaxation is applicable for contract appointment.
8.	Period of probation, if any	2 Years
9.	In case of recruitment, by contract/ deputation /transfer, grades from which contract/ deputation/ transfer to be made	<p>Deputation: Officers from the Central/ State Governments or Institute of national importance or Universities / University level Institution or PSU: a) Holding analogous post, and b) Possessing educational qualification and experience as prescribed in Col. 6.</p>

1.	Name of the Post	Superintending Engineer
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB – 4 (` 37,400 – 67,000) with Grade Pay of ` 8700/-
4.	Whether Selection Post or non-Selection Posts	Selection
5.	Age limit for direct recruits	Preferably below 50 years
6.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) First class degree or equivalent grade in Engineering in relevant field from a recognized University / Institute.</p> <p>ii) 15 years' experience in relevant field as Engineer / (GP of ` 5400/-) or higher level from CPWD, State PWD or semi-Govt. / PSU / Statutory or Autonomous organization / University / Institutions of national importance/ reputed organization under Central / State Govt. of which 5 years should be as Senior Executive Engineer in the GP of ` 7600/- or its equivalent.</p> <p>Desirable:</p> <p>i) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software.</p> <p>ii) Proven track record of handling construction projects / consultancy in organizations of repute.</p> <p>iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to his specialization.</p>
7.	Period of probation, if any	2 years
8.	In case of recruitment by deputation, grades from which deputation to be made	<p>Deputation or on Contract basis</p> <p>Officers of the Central PWD / State PWD or similar services / semi-Govt. / PSU / Statutory or Autonomous organization, University / Institutions of national importance / reputed organization under Central / State Govt.,</p> <p>a) i) holding analogous post or</p> <p>ii) with at least 10 years' regular service as Executive Engineer in the PB – 3 with GP of ` 6600/- as per the 6th Central Pay Commission or equivalent; and</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 6.</p>

1.	Name of the Post	Superintendent / Accountant
2.	Classification	Group – C
3.	Scale of pay (Grade Pay, Band Pay)	PB – 2 (9,300 – 34,800/-) with Grade Pay of Rs. 4200/-
4.	Age limit for direct recruits	Not exceeding 30 years.
5.	Educational and other qualifications required for direct recruits	<p>Essential : Superintendent : i) First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses) Or i) Master's Degree from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.</p> <p>Accountant: i) First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute. Or Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.</p>
6.	Period of probation, if any	2 years

1.	Name of the Post	Secretary
2.	Classification	Group – B
3.	Scale of pay (Grade Pay, Band Pay)	PB – 2 (9,300 – 34,800/-) with Grade Pay of Rs. 4200/-.
4.	Age limit for direct recruits	Not exceeding 30 years.
5.	Educational and other qualifications required for direct recruits	Essential: 12 th standard pass or equivalent from a recognized Board or University. Minimum speed of 100 w.p.m. in Stenography.
6.	Period of probation, if any	2 years
7.	Method of Recruitment	Through examination to be conducted by the Institute.