

RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT, DSEU

1.	Name of the post	Senior Assistant
2.	Number of Post	06 Posts
3.	Classification of the post	DSEU Group 'C' (Ministerial)
4.	Pay Band and Grade Pay/Pay Scale	L-04: Rs. 25500-81100
5.	Whether Selection post or Non-Selection post	Non-Selection
6.	Age limit for Direct recruits	40 Years
7.	Whether age and Educational Qualification Prescribed for direct recruit will apply in the case of promotees	Not Applicable
8.	Educational and other qualification required for direct recruits	<p>(i) Bachelor's Degree (Min 55% marks) from a recognized Board/University or equivalent qualification from a recognized Board/University</p> <p>(ii) A typing speed of 30 WPM in English or 25 WPM in Hindi on manual typewriter OR A typing speed of 35 WPM in English or 30 WPM in Hindi on Computer (35 WPM and 30 WPM correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p> <p>Experience: 8 years experience in the pay scale of L-02: Rs.19900-63200</p>
9.	Period of Probation, if any	Two Years
10.	Method of recruitment – Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	50% by direct 50% by Promotion
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	from Junior Assistant/ Office Assistant (L-02: 19900-63200) having 8 years of regular service.
12.	IF A Departmental Promotion Committee (DPC) exists what is its composition	As constituted by BOM of the University
13.	Circumstances in which UPSC is to be consulted in making recruitment	NOT APPLICABLE