

**RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT /OFFICE ASSISTANT,
DSEU**

1.	Name of the post	Junior Assistant /Office 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-02: Rs.19900-63200
5.	Whether Selection post or Non-Selection post	Non-Selection
6.	Age limit for Direct recruits	35 years
7.	Educational and other qualification required for direct recruits	(i) 12 th Class or equivalent qualification from a recognized Board/University (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)
8.	Whether age and Educational Qualification Prescribed for direct recruit will apply in the case of promotees	Not Applicable
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	(i) 100% by Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	
12.	If A Departmental Promotion Committee (DPC) exists what is its composition	As constituted by the BOM of the University.
13.	Circumstances in which UPSC is to be consulted in making recruitment	NOT APPLICABLE