

## RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT, DSEU

1.	Name of the post	<b>OFFICE SUPERINTENDENT</b>
2.	Number of Post	03 Posts
3.	Classification of the post	DSEU Group 'B'
4.	Pay Band and Grade Pay/Pay Scale	L-8: Rs.47600-151100
5.	Whether Selection post or Non-Selection post	Non-Selection
6.	Age limit for Direct recruits	40 Years
7.	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <p>Bachelor's Degree (Min 55% marks) from a recognized Board/University or equivalent qualification from a recognized Board/University</p> <p><b>Experience:</b> 02 years experience in the pay scale of <b>L-7 (44900-142400)</b></p> <p><b>Desirable:</b></p> <p>Knowledge of computer and basic office software tools like windows, Excel, Photoshop, etc.</p>
8.	Whether Educational Qualification Prescribed for direct recruit will apply in the case of promotees	<p><b>Yes</b></p> <p><b>Experience:</b>  <b>02 years experience in the pay scale of L-7 (44900-142400) or in (L-04: Rs. 25500-81100) for 10 years</b></p>
9.	Period of Probation, if any	02 Years for direct recruit
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	66.6% by Direct 33.3% by Promotion
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	By Promotion Senior Assistant (L:4 25500-81100) with 10 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