



सिक्किम विश्वविद्यालय
(भारतके संसदके अधिनियमद्वारा स्थापित केन्द्रीय विश्वविद्यालय)

SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India)

SU/2014/REG-03/DRAFT-07/RECT (NONT)-004/192/9841

Dated: 11/03/2016

Notification - 12 /2016

Subject: Recruitment and Promotion Rules (Non-Teaching) 2016.

The Executive Council in its 24th meeting held on 26th February 2016, approved the Recruitment and Promotion Rules (Non-Teaching) 2016 for implementation in place of Recruitment and Promotion Rules (Non-Teaching) 2014.

The Recruitment and Promotion Rules (Non-Teaching) 2016 shall be implemented with effect from the date of issue of this order.


(Dr. Suresh Kr. Gurung)
Registrar (Officiating)

Distribution:

1. PS to Vice-Chancellor for kind information of the Vice-Chancellor
2. PS to Registrar
3. Finance Officer
4. Controller of Examinations
5. Librarian
6. Deans of Schools of Studies
7. Dean, Students' Welfare
8. All Officers of the University
9. All Staff (Non-Teaching)
10. System Management for necessary upload of the Rules in the University website.
11. Office Copy
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SIKKIM UNIVERSITY

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SU/2014/REG-03/DRAFT-07/RECT (NONT)-004/192/ १४५

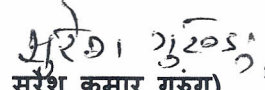
दिनांक : 11/03/2016

अधिसूचना 12 /2016

विषय : भर्ती एवं पदोन्नति नियम (गैर-शिक्षण) 2016.

दिनांक 26 फरवरी, 2016 को आयोजित कार्यकारिणी परिषद् की 24वीं बैठक में भर्ती एवं पदोन्नति नियम (गैर-शिक्षण) 2014 के स्थान पर कार्यान्वयन हेतु भर्ती एवं पदोन्नति नियम (गैर-शिक्षण) 2016 को अनुमोदित किया गया है.

भर्ती एवं पदोन्नति नियम (गैर-शिक्षण) 2016 इस आदेश के जारी होने की तिथि से प्रभावी होंगे.


(डॉ. सुरेश कुमार गुरुंग)
कुलसचिव (कार्यवाहक)

वितरण :

1. कुलपति के सूचनार्थ कुलपति के निजी सचिव
2. कुलसचिव के निजी सचिव
3. वित्त अधिकारी
4. परीक्षा नियंत्रक
5. पुस्तकालयाध्यक्ष
6. सभी विद्यापीठ के डीन
7. छात्र कल्याण डीन
8. विश्वविद्यालय के सभी अधिकारी
9. सभी कर्मचारी (गैर-शिक्षण)
10. सिस्टम मैनेजमेंट, विश्वविद्यालय वेबसाइट में आवश्यकतानुसार नियमों को अपलोड करने हेतु
11. कार्यालय प्रति
12. सुरक्षा फाइल



SIKKIM UNIVERSITY

(A central university established by an Act of Parliament of India, 2007)

Recruitment & Promotion Rule Non-Teaching 2016

(As approved by EC in its 24th meeting held on 26.02.2016)



SIKKIM UNIVERSITY RECRUITMENT & PROMOTION RULES (NON-TEACHING), 2016

The Executive Council of the Sikkim University, in exercise of the powers conferred under section 5(x) and Statute 24 (2) of Statutes of the Sikkim University Act, 2006, hereby makes the following rules for regulating method of recruitment & promotion to non-teaching posts in the University and the matter related thereto.

1. Short title and commencement:

- (i) These Rules may be called the Sikkim University Recruitment & Promotion Rules(Non-Teaching), 2016
- (ii) These Rules will come into force on the date of its notification.

2. Definitions:

- (i) “Act” means the Sikkim University Act, 2006.
- (ii) “Employee” means any employee duly appointed by the Sikkim University through a regular Selection Committee.
- (iii) “Departmental Candidate” means those employees working on regular basis in Sikkim University, but does not include employees working on ad-hoc or daily wages.
- (iv) “Government” means the Central Government.
- (v) “Limited Departmental Promotion Examination” or “Test” means a competitive test limited to certain category or categories of holders of posts conducted by the University for Promotion to a higher post specified in these Rules.
- (vi) “Non-Teaching Employee” means employee of the University including non-vacation academic staff other than University teachers and such other employees as defined otherwise.
- (vii) “On Probation” with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (viii) “Regular Service” means service rendered by an employee in the Cadre on regular basis other than the service on contract/daily wages.
- (ix) “Statutes”, “Ordinances” and “Regulations” means, respectively, the Statutes, Ordinances and Regulations of the University made under the Sikkim University Act, 2006, for the time being in force and amended from time to time.



- (x) "Selection Committee" means a composition of members of Selection Committee including Departmental Promotion Committee as specified in these Recruitment Rules.

3. Method of Recruitment:

The following shall be the mode of recruitment for various posts existing in Sikkim University in accordance with these Rules of the University:-

- a. Direct Recruitment
- b. Promotion
- c. Deputation/Absorption
- d. Appointment on Temporary/Tenure/Contractual basis

4. Authorized sanctioned strength of posts under various cadres:

- (i) The authorized sanctioned strength of posts under various cadres on the date of notification shall be as specified in these Recruitment Rules.
- (ii) After notification of these Rules, the authorized sanctioned strength of posts under various cadres shall be such as may, from time to time, be determined by the UGC, and notified accordingly, after due approval of the Executive Council of the University.

5. Future Maintenance of Cadre/Posts:

- (i) All the appointments (Direct/Promotion/Contract/Deputation/Absorption) in the University after notification of these Rules, shall be made only in accordance with the provisions of these Rules. The Executive Council may add/delete such other posts and/or Cadre after notification of these Rules.
- (ii) The seniority list of employee borne in each cadre/posts specified in these Rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice Chancellor or Registrar.
- (iii) The policy of the Government of India with regard to reservation, as applicable for various categories in recruitment/promotion etc. shall be applicable for all cadres.
- (iv) All appointments in Centres and Projects/Schemes shall be filled as per the directives of the respective sponsoring authority. In case of unavailability of prescribed norms by the sponsoring authority, University's Rules shall apply.



6. Number of posts, classification and scales of pay:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in these Recruitment Rules.

7. Method of recruitment, age limit and qualifications:

- (i) The method of recruitment, age-limit and qualification shall be as specified in these Recruitment Rules.
- (ii) SC/ST/OBC/PWD(PH) candidates shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the UGC/Govt. of India.
- (iii) Promotions shall be given to the employees as per these Recruitment Rules/Promotion Policy/directives of the UGC/Govt. of India.
- (iv) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the UGC/Govt. of India directives.
- (v) For appointment to various Group „A“ (Non-teaching) posts against **Direct Recruitment/Open Selection**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix 1**. For appointment to various Group „B“ & „C“ (Non-teaching) posts against **Direct Recruitment/Open Selection**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix 2(c) & (d)** respectively. As per directives of the MHRD vide letter no. F.No.19-50/2015-Desk-U, interview for junior level posts i.e. Group B & C posts is discontinued, however, there shall be interview for Group B gazetted posts. Every appointment through Direct Recruitment/Open Selection shall invariably be made only after making an open advertisement in leading National, Local Newspapers/Employment News & University website.
- (vi) For **Promotion/Confirmation** to various posts, the composition of the Departmental Promotion Committee/Departmental Confirmation Committee for different categories of posts is given in **Appendix 2**. In case of “**Selection Posts**”, zone of consideration will be as per GoI rules.
- (vii) Scheme of Examination for direct recruitment to various posts will be as given in **Appendix 3 to Appendix 14**. The syllabus prescribed, if required, are subject to modification/revision which will be notified at the time of advertisement.
- (viii) Scheme of Examination for Limited Departmental Promotion Examination to various posts will be as given in **Appendix 15 to Appendix 18**.
- (ix) For **Promotion** of Staff Car Drivers’ from ordinary grade to Grade-I and Grade-II shall be governed by the Model Recruitment Rules for the Staff Car Driver issued by the Government of India from time to time.



Notwithstanding anything contained in these Rules, the Vice Chancellor may, in the exigencies of the University, permit appointment on Deputation or on Contract basis.

8. Date of issue of Advertisement:

In each case, the date of issue of advertisement should be decided in advance, keeping in view the exigencies and requirements of the job. Minimum time given for submission of applications would be at least one month.

9. Validity period of Advertisement:

Where the Selection Committee has not even met after a lapse of 12 months w.e.f. the closing date of application for any post, the post shall ordinarily be re-advertised. Provided that, if in the opinion of the Vice Chancellor the circumstances so necessitates, it may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months w.e.f. the closing date of receipt of applications.

10. Age Limit:

The upper age limit to various posts has been prescribed in the appropriate column of these Rules. However, the upper age-limit for appointment where not prescribed under these Rules will be as prescribed by the Executive Council from time to time, keeping in view the guidelines of the UGC and the DoPT.

The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India.

In case of all the posts where recruitment is through Direct Open Competitive Examination (**Upper age-limit for Direct Recruitment Rules, 1998**), the upper age limit has been increased by two years.

Note:- "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination and shall not include recruitment through Limited Departmental Examination or through shortlisting or by interview or by contract or by absorption on deputation.

11. Relaxation for Departmental Candidates:

Relaxation of upper age-limit for departmental candidates' shall be in accordance with the instructions or orders issued by the Government of India.



12. Holding of Screening Test:

The University may devise and hold a Screening test or any other kind of Skill/Proficiency/Trade test in post where Competitive Written Examination/Skill/Proficiency/Trade Test is not the prescribed criteria of selection as per these Rules. If such Screening Test or any other kind of test is conducted, it shall be treated as part of "Screening procedure" only and shall have no weightage in the personal interview and final selection.

13. Consideration of candidates fulfilling "Desirable" qualification:

In the case of availability of a large number of candidates fulfilling the "Desirable" qualification over and above the Minimum Essential Qualification, the University may call only those candidates fulfilling the "Desirable" qualification(s) for the next stage of the selection process.

14. Selection Committee for Direct Recruitment:

The Selection Committee for Group A" [Other than statutory posts which are governed by Statute 18(2)], B" and Group „C" posts, at its own discretion, shall decide the nature or standard of interview to be conducted by it, under the provisions of these Rules.

15. Probation:

- (i) In case of direct recruitment, the selected candidate will be kept on probation for a period as specified vide these rules. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/ her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice.
- (ii) In case of promotion to the next higher post, the employee(s) shall be kept on probation for a period as specified vide these rules (no probation in case of promotion within the same group of post) from the date of DPC/ Selection Committee. The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/ she shall be reverted to his parent post with immediate effect and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.



16. Deputation provision for Absorption:

- (i) In case the appointment is made on deputation basis, the incumbent may be allowed to continue for a maximum period of five years or till he/she attains the age of the superannuation prescribed for that particular cadre, whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good demeanour and high integrity. The University, however, shall have the right to repatriate the incumbent anytime even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer against whose vacancy the deputationist was working. Ordinarily, no deputationist shall be absorbed in any cadre of the University after his/her deputation period. In case, it is decided in the interest of the University to absorb any such person, then the Sikkim University administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Executive Council for a final decision. In case he/she is absorbed in the University, he/she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.
- (ii) In case the appointment is made on deputation and there is a very meager response against the advertisements/circulars issued by the University, the Executive Council may at its discretion constitute a Selection Committee or may directly order for issue of appointment letter to the candidate after satisfying his/her eligibility for the post including review of performance appraisal reports (APARs/ACRs) duly forwarded by the parent department as per the advertisement.

17. Residuary matters:

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in these Rules shall be governed by the Sikkim University Act, Statutes and Ordinances, UGC/MHRD Regulations/Directives/Circulars issued/amended from time to time and Sikkim University Executive Council decisions and other orders applicable to the non-teaching employees of the University.



18. Power to relax:

When the Executive Council of the University, upon a recommendation made by the Vice Chancellor to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, relax any of the provisions of these Rules. Relaxation of Recruitment Rules is to be resorted to in respect of a class or category of persons. Relaxation should not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.

Further, relaxation is to be resorted to on rare occasion(s) without any precedence. Such a relaxation should not be a regular feature.

19. Savings:

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the SC, ST, OBC, PWD, Ex-servicemen and other special categories of persons, in accordance with the directives issued by the Central Government from time to time in this regard.

20. Repeal:

All existing rules and orders in relation to the matters covered under these rules, shall stand repealed but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these rules.

21. Interpretations:

Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these Rules.

22. Territorial Jurisdiction:

In case of any disputes, the territorial jurisdiction for adjunction shall be Sikkim only.

23. Removal of difficulty:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or specified directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or UGC/MHRD/GoI directives, which appear to be necessary for the purpose of removing such difficulty.



24. MACP:

The financial upgradation under MACP Scheme in respect of Non-Teaching staff of the University shall be allowed as per the provisions of the orders/guidelines of UGC/ Government of India as amended/issued from time to time.

25. UGC/MHRD/GoI directives:

Directives, circulars, notifications, instructions etc. received from UGC/MHRD/GoI regarding anything contained in these rules shall automatically amend any clause or clauses of these rules.

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PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
ADMINISTRATIVE SERVICES				
1.	Deputy Registrar	A	15600 – 39100	7600
2.	Assistant Registrar	A	15600 – 39100	5400
LIBRARY SERVICES				
3.	Deputy Librarian	A	37400 – 67000	8000
4.	Assistant Librarian	A	15600 – 39100	6000
5.	Information Scientist	A	15600 – 39100	5400
6.	Professional Assistant	B	9300 – 34800	4200
7.	Semi Professional Assistant	C	5200 – 20200	2800
8.	Library Assistant	C	5200 – 20200	2000
9.	Library Attendant	C	5200 – 20200	1800
AUDIT SERVICES				
10.	Internal Audit Officer	A	15600 – 39100	7600
INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES				
11.	System Analyst	A	15600 – 39100	5400
12.	Senior Technical Assistant (Computer)	B	9300 – 34800	4200
MEDICAL SERVICES				
13.	Medical Officer	A	15600 – 39100	5400
14.	Staff Nurse	B	9300 – 34800	4200
15.	Pharmacist	C	5200 – 20200	2800
16.	Nursing Attendant	C	5200 – 20200	1800
PUBLIC RELATION SERVICES				
17.	Public Relation Officer	A	15600 – 39100	5400
OFFICIAL LANGUAGE SERVICES				
18.	Hindi Officer	A	15600 – 39100	5400
19.	Hindi Translator	B	9300 – 34800	4200
20.	Hindi Typist	C	5200 – 20200	1900



Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
MINISTERIAL/SUPPORT SERVICES				
21.	Section Officer	B	9300 – 34800	4600
22.	Assistant	B	9300 – 34800	4200
23.	Upper Division Clerk	C	5200 – 20200	2400
24.	Lower Division Clerk	C	5200 – 20200	1900
25.	Multi-tasking Staff	C	5200 – 20200	1800
SECRETARIAL SERVICES				
26.	Private Secretary	B	9300 – 34800	4600
27.	Personal Assistant	B	9300 – 34800	4200
ENGINEERING SERVICES				
28.	Executive Engineer	A	15600 – 39100	6600
29.	Assistant Engineer	B	9300 – 34800	4600
30.	Junior Engineer	B	9300 – 34800	4200
SECURITY SERVICES				
31.	Security Officer	B	9300 – 34800	4600
32.	Security Inspector	C	5200 – 20200	2800
33.	Security Supervisor	C	5200 – 20200	2800
LABORATORY SERVICES				
34.	Technical Assistant	C	5200 – 20200	2800
35.	Laboratory Assistant	C	5200 – 20200	2400
36.	Laboratory Attendant	C	5200 – 20200	1800
HOUSEKEEPING SERVICES				
37.	Cook	C	5200 – 20200	1900
38.	Kitchen Attendant	C	5200 – 20200	1800
39.	Hostel Attendant	C	5200 – 20200	1800
MOTOR TRANSPORT SERVICES				
40.	Driver	C	5200 – 20200	1900



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DEPUTY REGISTRAR**

1. Name of Post **Deputy Registrar**
2. Number of Post 2 (EC:04:11, 2009)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'A'
4. Pay Band & Grade Pay/Pay Scale PB-3 ₹ 15600 – 39100 with GP ₹ 7600
5. Whether selection or non-selection post Selection, in case of promotion
6. Age limit for direct recruits Not exceeding 50 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.
7. Educational and other qualifications required for direct recruits
Essential:
(i) Master's degree with at least 55% of the marks or its equivalent grade B in the UGC seven-point scale.

(ii) 9 years of experience as Assistant Professor in the AGP of 6000 and above with experience in educational administration;
OR
Comparable experience in research establishment and/or other institutions of higher education;
OR
5 years of administrative experience as Assistant Registrar or an equivalent post.

Desirable:
(i) Experience in areas like Administration, Finance, Establishment and Examination in Central/State Government, Universities and other organizations under State/Central Government.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees **Age:** No
Qualification: No, but must possess Bachelor's degree from a recognized University.
9. Period of probation, if any One Year, for direct recruits
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 75% by Direct Recruitment through interview.
25% by Promotion through seniority-cum-merit, failing which by Deputation or on Short-term Contract;



11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made

Promotion:

Assistant Registrar (Senior Scale) with 5 years of regular service in PB-3 ₹ 15600 – 39100 with GP ₹ 6600

OR

Assistant Registrar with 10 years of regular service in PB-3 ₹ 15600 – 39100 with GP ₹ 5400 and having completed training programme/refresher course for a minimum total period of 8 weeks duration.

Deputation/Short-term Contract: Officers from the Central/State Government, Universities and other Autonomous organizations:-

holding analogous posts on regular basis;

OR

12. Composition of DPC or Selection Committee

with 5 years' regular service in the PB-3 ₹ 15600 – 39100 with GP ₹ 6600.

Group 'A' Selection Committee [**Appendix 1**]
/Departmental Promotion/Confirmation Committee
[**Appendix 2(a)**]



SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR

1. Name of Post **Assistant Registrar**
2. Number of Post 3 (EC:04:11,2009)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'A' for direct recruits & Group B for promotes.
4. Pay Band & Grade Pay/Pay Scale PB-3 ₹ 15600 – 39100 with GP ₹ 5400
5. Whether selection or non-selection post Selection, in case of promotion
6. Age limit for direct recruits Not exceeding 37 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits
Essential:
Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record.
Desirable:
(i) Knowledge of Computer Application.
(ii) Experience in areas like Administration, Finance, Establishment and Examination in Central/State Government, Universities and other organizations under State/Central Government.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
Age: No
Qualification: No, but must possess Bachelor's degree from a recognized University.
9. Period of probation, if any One Year, for direct recruits and promotees
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts
50% by Direct Recruitment through Screening, written examination and interview as per mode of selection in **Appendix 3**, failing which by Deputation or on Short-term Contract.
25% by Promotion through seniority-cum-fitness;
25% through Limited Departmental Promotion Examination as per scheme of examination in **Appendix 15**;
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
Promotion: Section Officers/ Private Secretary with 3years' regular service in PB-2 ₹ 9300 – 34800 with GP ₹ 4600. The ratio for SO & PS shall be 3:1 for promotion.
On promotion, promotees shall be placed in PB-2 at 9300-34800 with GP of Rs. 5400 {UGC F.No. 3-2/2012/(JCRC), dated 28.10.2015 }



Limited Departmental Promotion Examination:

Section Officers/ Private Secretary with Bachelor's degree and have put in at least 2 years' regular service in the PB-2 ₹ 9300 – 34800 with GP ₹ 4600. The ratio for SO & PS shall be 3:1 for promotion.

Deputation/Short-term Contract: Officers from the Central/State Government, Universities and other Autonomous organizations:-

holding analogous posts on regular basis;

OR

with 3 years' regular service in the PB-2 ₹ 9300 – 34800 with GP ₹ 4600.

12. Composition of DPC or Selection Committee

Group 'A' Selection Committee [**Appendix 1**]/
Departmental Promotion/Confirmation
Committee [**Appendix 2(b)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DEPUTY LIBRARIAN**

- | | |
|---|---|
| 1. Name of Post | Deputy Librarian |
| 2. Number of Post | 1 (EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'A' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with AGP ₹ 8000 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Not exceeding 50 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. Educational and other qualifications required for direct recruits | Essential:
(i) Master's degree in library science/information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and a consistently good academic record.

(ii) 5 years' experience as University Assistant Librarian/College Librarian in PB-3 with AGP 6000 or equivalent or above .

(iii) Evidence of innovative library services, published work and professional commitment, computerization of library.

(iv) Consolidated API score requirement of 300 points in category III based on PBAS.
Desirable:
M.Phil./Ph.D. degree in library science/ information science/documentation/archives and manuscript keeping, computerization of library. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts | 100% by Direct Recruitment through interview. |



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11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made Not applicable
12. Composition of DPC or Selection Committee Group 'A' Selection Committee [**Appendix 1**]/ Departmental Promotion/Confirmation Committee [**Appendix 2(a)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT LIBRARIAN**

- | | | |
|----|---|--|
| 1. | Name of Post | Assistant Librarian |
| 2. | Number of Post | 2 {EC:11:10,2012; EC5(xvii),2013}
(subject to variation on future creation or abolishing of post) |
| 3. | Classification | Group 'A' |
| 4. | Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with AGP ₹ 6000 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 35 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. | Educational and other qualifications required for direct recruits | Essential:
(i) Master's degree in library science/information science/ documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

(iii) However, candidates who are, or have been awarded Ph.D. degree in accordance with the UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.

Desirable:
PG Diploma in Library Automation and Networking or PGDCA or equivalent. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |



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9. Period of probation, if any One Year
10. Method of recruitment: whether 100% by Direct Recruitment through interview.
by direct recruitment or by
promotion or by deputation/
absorption and percentage of the
posts
11. In case of recruitment by Not applicable
promotion/deputation/absorption,
grades from which promotion/
deputation/absorption to be
made
12. Composition of DPC or Selection Group 'A' Selection Committee [**Appendix 1**]/
Committee Departmental Promotion/Confirmation
Committee [**Appendix 2(b)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
INFORMATION SCIENTIST**

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|-----|--|--|
| 1. | Name of Post | Information Scientist |
| 2. | Number of Post | 1 (EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. | Classification | Group 'A' |
| 4. | Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with GP ₹ 5400 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 35 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. | Educational and other qualifications required for direct recruits | Essential:
B.E./B.Tech. (Computer Science / Information Technology) or equivalent with 55% or equivalent grade;
OR
Master's degree in Computer Application (MCA) or equivalent with 55% or equivalent grade;
OR
Master's degree in Library & Information Science with PG Diploma in Computer Application with 55% or equivalent grade.

Desirable:
2 years of relevant experience. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | One Year |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through interview. |
| 11. | In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. | Composition of DPC or Selection Committee | Group 'A' Selection Committee [Appendix 1]/
Departmental Promotion/Confirmation Committee [Appendix 2(b)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PROFESSIONAL ASSISTANT**

1. Name of Post **Professional Assistant**
2. Number of Post 1 {EC5(xvii),2013}
(subject to variation on future creation or abolishing of post)
3. Classification Group 'B'
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 9300 – 34800 with GP ₹ 4200
5. Whether selection or non-selection post Non-Selection, in case of promotion
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.
7. Educational and other qualifications required for direct recruits **Essential:**
Master's degree in Library & Information Science;
OR
Bachelor's degree in Library & Information Science with 3 years' experience in a Library at the level of Semi Professional Assistant in college/University library.
Desirable:
PG Diploma in Library Automation and Networking or PGDCA or Diploma in Library Science (one year course after graduation or its equivalent).
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees **Age:** No
Qualification: Yes
9. Period of probation, if any One Year, for direct recruits and promotees
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 50% by Promotion through seniority-cum-fitness;
50% by Direct Recruitment through competitive written examination [**Appendix 7**].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Promotion:** Semi Professional Assistant with at least 6 years' regular service in the PB-1 ₹ 5200 – 20200 with GP ₹ 2800.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(d)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SEMI PROFESSIONAL ASSISTANT**

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|--|---|
| 1. Name of Post | Semi Professional Assistant |
| 2. Number of Post | 2 (EC:11:10,2012; EC19.5.6,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 2800 |
| 5. Whether selection or non-selection post | Non-Selection, in case of promotion |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. Educational and other qualifications required for direct recruits | Essential:
Bachelor's degree in Library & Information Science.

Desirable:
PG Diploma in Library Automation and Networking or PGDCA. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | No |
| 9. Period of probation, if any | One Year, for direct recruits |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 50% by Promotion through seniority-cum-fitness;

50% by Direct Recruitment through competitive written examination [Appendix 7]. |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Promotion: Library Assistant possessing Bachelor's degree in Library & Information Science with 10 years' regular service in PB-1 ₹ 5200 – 20200 with GP ₹ 2000; |
| OR | |
| | Library Assistant with Bachelor's degree having Diploma/Certificate in Library Science and with 10 years' regular service in PB-1 ₹ 5200 – 20200 with GP ₹ 2000. |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Promotion/Confirmation Committee [Appendix 2(d)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LIBRARY ASSISTANT**

1. Name of Post **Library Assistant**
2. Number of Post 2 (EC19.5.6,2014)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'C'
4. Pay Band & Grade Pay/Pay Scale PB-1 ₹ 5200 – 20200 with GP ₹ 2000
5. Whether selection or non-selection post Selection, in case of promotion
6. Age limit for direct recruits Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules.
7. Educational and other qualifications required for direct recruits
Essential:
Bachelor's degree in Library & Information Science;
OR
Bachelor's degree in any discipline with Diploma/Certificate in Library Science from a recognized institutions.

Desirable:
(i) Working knowledge of Computer Application as evidenced by a Diploma/Certificate Course from a recognized institution.

(ii) Typing, data entry operation or experience of working in a library.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees No
9. Period of probation, if any One Year, for direct recruits
10. Method of recruitment: whether absorption and percentage of the posts 25% by Promotion through seniority-cum-merit; 75% by Direct Recruitment through competitive written examination[**Appendix 7**].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Promotion:** Library Attendant with 6 years' regular service in PB-1 ₹ 5200 – 20200 with GP ₹ 1800 and possessing Diploma/Certificate in Library Science.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(d)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LIBRARY ATTENDANT**

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|--|--|
| 1. Name of Post | Library Attendant |
| 2. Number of Post | 4 (EC:11:10,2012; EC19.5.6,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 1800 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. Educational and other qualifications required for direct recruits | Essential:
(i) Class 10 th standard from a recognized School/Board.
Desirable:
Class 12 th Standard from a recognized School/Board. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written Examination
[Appendix 6]. |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee
[Appendix 2(d)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
INTERNAL AUDIT OFFICER**

1. Name of Post **Internal Audit Officer**
2. Number of Post 1 (EC:11:10,2012)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'A'
4. Pay Band & Grade Pay/Pay Scale PB-3 ₹ 15600 – 39100 with GP ₹ 7600
5. Whether selection or non-selection post Not applicable
6. Age limit for direct recruits Not applicable
7. Educational and other qualifications required for direct recruits **Desirable:** CA/ CMA/ M.Com/ MBA (Finance)
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees Not applicable
9. Period of probation, if any No probation
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts On Deputation/lien/contract basis.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Deputation/Lien/Short-term Contract:**
Officers belonging to Audit and Accounts Services or other similar services holding analogous posts on regular basis;
OR
with 3 years' regular service in the PB-3 ₹ 15600 – 39100 with GP ₹ 6600;
OR
with 5 years' regular service in the PB-3 ₹ 15600 – 39100 with GP ₹ 5400.
12. Composition of DPC or Selection Committee Group 'A' Selection Committee [**Appendix 1**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SYSTEM ANALYST**

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| 1. Name of Post | System Analyst |
| 2. Number of Post | 1 (EC:11:10, 2012)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'A' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with GP ₹ 5400 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Not exceeding 35 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. Educational and other qualifications required for direct recruits | Essential:- 55% or equivalent grade in M.E./M.Tech. (Computer Science & Engg./I.T./ECE);
OR
MCA with 2 years' experience in relevant area;
OR
M.Sc. (Computer Science) with 3 years' experience in the relevant area;
OR
B.E./B.Tech. (Computer Science & Engg./I.T./ECE) with 3 years' experience in relevant area. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 10. Period of probation, if any | One Year |
| 12. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through Screening test & interview. |
| 13. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 13. Composition of DPC or Selection Committee | Group 'A' Selection Committee [Appendix 1]/
Departmental Promotion/Confirmation Committee [Appendix 2(b)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SENIOR TECHNICAL ASSISTANT (COMPUTER)**

1. Name of Post **Senior Technical Assistant (Computer)**
2. Number of Post 2 (EC20.4.1,2014)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'B'
4. Pay Band & Grade Pay/Pay Scale PB-2` 9300 – 34800 with GP` 4200
5. Whether selection or non-selection post Non-Selection, in case of promotion
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.
7. Educational and other qualifications required for direct recruits
Essential:
Master's degree in Computer Science/IT or MCA;
OR
Bachelor's degree in Engineering/Technology

Desirable:
Two years' experience in handling of ERP/Software development/Networking.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
Age: No
Qualification: Yes
9. Period of probation, if any One Year, for direct recruits and promotees
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts
50% by Promotion through seniority-cum-fitness failing which by Direct Recruitment;

50% by Direct Recruitment through competitive written examinations Examination [**Appendix 12**].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
Promotion: Technical Assistant (Computer) with 6 years' regular service in PB-1 ₹ 5200 – 20200 with GP ₹ 2800.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(d)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
MEDICAL OFFICER**

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| 1. Name of Post | Medical Officer |
| 2. Number of Post | 2 (EC:11:10, 2012; EC20.4.1, 2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'A' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with GP ₹ 5400 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Not exceeding 35 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. Educational and other qualifications required for direct recruits | Essential:
MBBS recognized by Medical Council of India.

Desirable:
(i) Post-graduate Medical Qualification from a recognized Institution by the Medical Council of India.

(ii) Relevant working experience of 2 years in Government Hospital or Hospital recognized by the Government. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through interview. |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. Composition of DPC or Selection Committee | Group 'A' Selection Committee [Appendix 1]
/Departmental Confirmation Committee
[Appendix 2(b)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
STAFF NURSE**

1. Name of Post **Staff Nurse**
2. Number of Post 1 (EC:11:10, 2012)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'B'
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 9300 – 34800 with GP ₹ 4200
5. Whether selection or non-selection post Not applicable
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.
7. Educational and other qualifications required for direct recruits **Essential:**
(i) Diploma in General Nursing and Midwifery or B.Sc (Nursing) from a recognized Institution/University.
(ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.

(iii) Relevant experience of 2 years in Government Hospital or Hospital recognized by the Government.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees Not applicable
9. Period of probation, if any One Year
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 100% by Direct Recruitment through competitive written examination as per mode of selection in **Appendix 8.**
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made Not applicable
12. Composition of DPC or Selection Committee Selection/ Departmental Confirmation Committee [**Appendix-2(c)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PHARMACIST**

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|--|--|
| 1. Name of Post | Pharmacist |
| 2. Number of Post | 1 (EC20.4.1, 2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 2800 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. Educational and other qualifications required for direct recruits | Essential:
(i) Class 12 th standard in Science subject from a recognized Board/University.

(ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India.

(iii) Registered as Pharmacist under the Pharmacy Act, 1948 (8 of 1948). |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination as per mode of selection in Appendix 9 . |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
Composition of DPC or Selection | Not applicable |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee [Appendix 2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
NURSING ATTENDANT**

1. Name of Post	Nursing Attendant
2. Number of Post	1 (EC:11:10, 2012) (subject to variation on future creation or abolishing of post)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	PB-1 ₹ 5200 – 20200 with GP ₹1800
5. Whether selection or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules.
8. Educational and other qualifications required for direct recruits	Essential: (i) Class 10 th standard in from a recognized Board (ii) Relevant experience of 2 years in Government or Hospital recognized by the Government.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9. Period of probation, if any	One Year
11. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by Direct Recruitment through competitive written examination[Appendix 6].
12. Composition of DPC or Selection Committee	Selection/ Departmental Confirmation Committee [Appendix 2(c)]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PUBLIC RELATION OFFICER**

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|--|---|
| 1. Name of Post | Public Relation Officer |
| 2. Number of Post | 1 (EC20.4.1, 2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'A' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with GP ₹ 5400 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Not exceeding 37 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. Educational and other qualifications required for direct recruits | Essential:
(i) Master's degree from a recognized University with 55% marks or its equivalent grade of 'B' in the UGC seven-point scale

(ii) Relevant experience of 2 years preferably in University or an Institution of higher learning.
Desirable:
(i) Should be able to liaise with press, electronic media and the public.
(ii) Should be able to liaise with press, electronic media and the public.
(iii) Should be able to prepare publicity material and prepare press releases/notes in English as well as in local language of the state of Sikkim. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination & interview.
[Appendix 14] |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. Composition of DPC or Selection Committee | Group 'A' Selection Committee [Appendix 1]
/Departmental Confirmation Committee [Appendix 2(b)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
HINDI OFFICER**

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|----|---|---|
| 1. | Name of Post | Hindi Officer |
| 2. | Number of Post | 1 (EC:09:23, 2011)
(subject to variation on future creation or abolishing of post) |
| 3. | Classification | Group 'A' |
| 4. | Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with GP ₹ 5400 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 35 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. | Educational and other qualifications required for direct recruits | Essential: Good academic record with
(i) Master's degree in Hindi with English as a subject at the degree level from a recognized University;
OR
Master's degree in English with Hindi as a subject at the degree level from a recognized University;
OR
Master's degree in any subject with Hindi and English as a subject at the degree level from a recognized University;
OR
Master's degree in any subject with Hindi medium and English as a subject at the degree level from a recognized University;
OR
Master's degree in any subject with English medium and Hindi as a subject at the degree level from a recognized University.

(ii) 3 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature;
OR
3 years' experience of teaching, research, writing of journalism in Hindi.

(iii) Knowledge of Computer Application. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |



9. Period of probation, if any One Year
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 100% by Direct Recruitment through screening test & interview, failing which by Deputation or on Short-term Contract.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Deputation/Short-term Contract:** Officers from the Central Govt./State Govt./University System or other similar organizations:-
- (a) holding analogous posts on regular basis;
- OR**
- with 3 years' regular service in the posts in the PB-2 ₹ 9300–34800 with GP ₹ 4600;
- OR**
- with 8 years' regular service in posts in the PB-2 ₹ 9300–34800 with GP ₹ 4200.
- (b) Possessing educational and other qualifications as laid down for direct recruits under Col. 7.
12. Composition of DPC or Selection Committee Group 'A' Selection Committee [**Appendix 1**]/Departmental Confirmation Committee [**Appendix 2(b)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
HINDI TRANSLATOR**

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|----|---|---|
| 1. | Name of Post | Hindi Translator |
| 2. | Number of Post | 1 (EC:09:23, 2011)
(subject to variation on future creation or abolishing of post) |
| 3. | Classification | Group 'B' |
| 4. | Pay Band & Grade Pay/Pay Scale | PB-2 ₹ 9300 – 34800 with GP ₹ 4200 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules. |
| 7. | Educational and other qualifications required for direct recruits | Essential: Good academic record with
(i) Master's degree in Hindi/English, with English/Hindi as core subject at degree level from a recognized University;
OR
Master's degree in any subject, with Hindi and English as core subject at degree level from a recognized University;
OR
Master's degree in any subject with Hindi/English medium, and English/Hindi as a main subject at degree level from a recognized University;
OR
Master's degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as a main subject or as medium of examination at degree level;
OR
Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma (Certificate) course in translation from Hindi to English and vice versa or 2 years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India Undertakings.

(ii) Knowledge of Hindi Typing/Computer Applications. |
| 8. | Whether age and educational qualifications prescribed for direct recruits 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 posts 100% by Direct Recruitment through competitive written Examination, failing which by Deputation or on Short-term Contract. [Appendix 11].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Deputation/Short-term Contract:** Officers from the Central Govt./State Govt./University System or other similar organizations:-
(a) holding analogous posts on regular basis;
OR
with 5 years' regular service in posts in the PB-1 ₹ 5200 – 20200 with GP ₹ 2800;
OR
with 8 years' regular service in posts in the PB-1 ₹ 5200 – 20200 with GP ₹ 2400.
(b) Possessing educational and other qualifications as laid down for direct recruits under Col. 7.
12. Composition of DPC or Selection Committee Selection/ Departmental Confirmation Committee [Appendix 2(c)]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
HINDI TYPIST**

1. Name of Post **Hindi Typist**
2. Number of Post 1 (EC: 09:23,2011)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'C'
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 5200 – 20200 with GP ₹ 1900
5. Whether selection or non-selection post Not applicable
6. Age limit for direct recruits Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules.
8. Educational and other qualifications required for direct recruits **Essential:**
(i) 10+2 from recognized school board with Hindi as one of the subject;
&
(ii) Knowledge of Hindi Typing (skill) with a speed of 30 w.p.m.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees Not applicable
10. Period of probation, if any One Year
11. Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts 100% by Direct Recruitment through competitive written Examination and Hindi typing test.
[Appendix 11]
12. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made Not applicable
13. Composition of DPC or Selection Committee Selection/ Departmental Confirmation Committee
[Appendix 2(c)]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SECTION OFFICER**

1. Name of Post **Section Officer**
2. Number of Post 4 (EC:04:11, 2009)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'B'
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 9300 – 34800 with GP ₹ 4600
5. Whether selection or non-selection post Non-Selection, in case of promotion
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.
7. Educational and other qualifications required for direct recruits
Essential:
(i) Bachelor's degree from a recognized University with working knowledge of computer applications.

(ii) 3 years' experience as Assistant or equivalent in the PB-2 ₹ 9300 – 34800 with GP ₹ 4200 in the Central/ State Government/ PSUs/ Statutory/ Autonomous Bodies;

OR

8 years' experience as UDC or equivalent in the PB-1 ₹ 5200–20200 with GP ₹ 2400 in the Central/State Government/ PSUs/ Statutory/Autonomous Bodies.

Desirable:
Master's degree from a recognized Institution/ University.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees No
9. Period of probation, if any One Year, for direct recruits
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts
i) 60% by Promotion through seniority-cum-fitness;
ii) 20% by Limited Departmental Promotion Examination;
[Appendix 16].

iii) 20% by Direct Recruitment through competitive written examination, failing which by promotion as in (i) above**[Appendix 4].**



11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made

Promotion: Assistant with 5 years' regular service in PB-2 ₹ 9300 – 34800 with GP ₹ 4200.

Limited Departmental Promotion Examination:

Assistant who possess Bachelor's degree and have put in at least 4 years' regular service in PB-2 ₹ 9300 – 34800 with GP ₹ 4200.

Deputation/Short-term Contract: Officers from the Central/State Governments, Universities or Autonomous organizations:-

(a) holding analogous posts on regular basis;

OR

with 3 years' regular service in the PB-2 ₹ 9300 – 34800 with GP ₹ 4200.

(b) Possessing the qualifications and experience as prescribed for direct recruits under Col. 7.

12. Composition of DPC or Selection Committee

Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(c)**]



SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF ASSISTANT

1. Name of Post **Assistant**
2. Number of Post 8 (EC:04:11,2009; EC:11:10,2012; EC19.5.6,2014; EC20.4.1,2014)
(subject to variation on future creation or abolishing of post)
3. Classification As sanctioned by UGC/GOI from time to time
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 9300 – 34800 with GP ₹ 4200
5. Whether selection or non-selection post Non-Selection, in case of promotion
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits **Essential:**
(i) Bachelor's degree from a recognized University.

(ii) 6 years' experience as UDC or equivalent in the PB-1 ₹ 5200 – 20200 with GP ₹ 2400 in the Central/ State Government/ PSUs/ Statutory/ Autonomous Bodies.

(iii) Working knowledge of Computer applications.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees No
9. Period of probation, if any One Year, for direct recruits and promotees
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 50% by Promotion through seniority-cum-fitness; 25% by Limited Departmental Promotion Examination;
[Appendix 17]
25% by Direct Recruitment through competitive written examination **[Appendix 4]**, failing which by Deputation or on Short-term Contract.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Promotion:** UDC with 10 years' regular service in PB-1 ₹ 5200–20200 with GP ₹ 2400.

Limited Departmental Promotion Examination:
UDC with 8 years' regular service in PB-1 ₹ 5200 – 20200 with GP ₹ 2400.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee **[Appendix 2(c)]**



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
UPPER DIVISION CLERK**

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| 1. Name of Post | Upper Division Clerk |
| 2. Number of Post | 8 (EC:04:11,2009; EC:11:10,2012; EC19.5.6,2014; EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 2400 |
| 5. Whether selection or non-selection post | Non-Selection, in case of promotion |
| 6. Age limit for direct recruits | Not applicable |
| 7. Educational and other qualifications required for direct recruits | Not applicable |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | No probation |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 75% by Promotion through seniority-cum-fitness;
25% by Limited Departmental Promotion Examination.
[Appendix 18] |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Promotion: LDC with 8 years' regular service in PB-1 ₹ 5200–20200 with GP ₹ 1900.
Limited Departmental Promotion Examination: LDC with 6 years' regular service in PB-1 ₹ 5200 – 20200 with GP ₹1900. |
| 12. Composition of DPC or Selection Committee | Group 'C' Departmental Promotion Committee
[Appendix 2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LOWER DIVISION CLERK**

1. Name of Post	Lower Division Clerk
2. Number of Post	17 (EC:04:11,2009; EC:11:10,2012; EC19.5.6,2014; EC20.4.1,2014) (subject to variation on future creation or abolishing of post)
3. Classification	Group 'C'
4. Pay Band & Grade Pay/Pay Scale	PB-1 ₹ 5200 – 20200 with GP ₹ 1900
5. Whether selection or non-selection post	Non-Selection, in case of promotion
6. Age limit for direct recruits	Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits	Essential: (i) Class 12 th standard from a recognized Board/University. (ii) Typing speed of 35 wpm in English on Computer. (iii) Working knowledge of Word processing, spreadsheet, internet etc. Desirable: Bachelor's degree from a recognized Institute/University and working experience in Government or Organization of repute.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	As specified under Col. 10.
9. Period of probation, if any	One Year, for direct recruits
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	15% by Limited Departmental Promotion Examination through computer proficiency from amongst Multi-tasking Staff and those posts in the entry grade of Group 'C' i.e., PB-1 ₹ 5200 – 20200 with GP ₹ 1800 who possess Class 10 th standard qualification and have rendered 5 years' regular service in the grade. (iii) 85% by Direct Recruitment through competitive written examination & computer proficiency test. [Appendix 5]



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11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made As stated in Col. 10 above.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(c)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
MULTI-TASKING STAFF**

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| 1. Name of Post | Multi-tasking Staff |
| 2. Number of Post | 6 (EC19.5.6,2014; EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 1800 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules |
| 7. Educational and other qualifications required for direct recruits | Essential:
Class 10 th standard from a recognized School/Board;
OR
ITI pass where technical qualifications are considered necessary.

Desirable:
Working knowledge of English. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through written examination [Appendix 6] |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee
[Appendix 2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY**

1. Name of Post **Private Secretary**
2. Number of Post 5 (EC:04:11,2009; EC19.5.6,2014)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'B'
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 9300 – 34800 with GP ₹ 4600
5. Whether selection or non-selection post Non-selection, in case of promotion
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits **Essential:**
(i) Bachelor's degree with 5 years' experience as Personal Assistant in the PB-2 ₹ 9300 – 34800 with GP ₹ 4200.

(ii) Stenography in English with speed of 120 wpm.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees No
9. Period of probation, if any One Year, for direct recruits
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 50% by Promotion through seniority-cum-fitness failing which by Direct Recruitment;

50% by Direct Recruitment through competitive written examination and Stenography (skill) test. [Appendix 4]
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Promotion:** Personal Assistant having 5 years' regular service in the PB-2 ₹ 9300 – 34800 with GP ₹ 4200 through seniority-cum-fitness and qualifying the Stenography test.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [Appendix 2(c)]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT**

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| 1. Name of Post | Personal Assistant |
| 2. Number of Post | 3 (EC:11:10,2012; EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'B' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-2 ₹ 9300 – 34800 with GP ₹ 4200 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules |
| 7. Educational and other qualifications required for direct | Essential:
(i) Bachelors' degree in any discipline from a recognized University.

(ii) Stenography in English with speed of 100 wpm.

(iii) Knowledge of Computer Application. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | No |
| 9. Period of probation, if any | One Year, for direct recruits |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination and Stenography (skill) test.
[Appendix 4] |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Promotion/Confirmation Committee [Appendix 2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
EXECUTIVE ENGINEER**

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|--|---|
| 1. Name of Post | Executive Engineer |
| 2. Number of Post | 1 (EC:11:10,2012)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'A' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-3 ₹ 15600 – 39100 with GP ₹ 6600 |
| 5. Whether selection or non-selection post | Selection, in case of promotion |
| 6. Age limit for direct recruits | Not exceeding 40 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules |
| 8. Educational and other qualifications required for direct recruits | Essential:
(i) Degree in Civil Engineering from a recognized University.

(ii) 7 years' experience as an Assistant Engineer in CPWD/ PWD/ University/Autonomous bodies/PSUs.
Desirable:
(i) 2 years 'experience as Assistant Executive Engineer in CPWD/ PWD/University/ Autonomous bodies/PSUs. |
| 9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 10. Period of probation, if any | One Year, for direct recruit and promotees |
| 11. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 50% by Direct Recruitment through screening test & interview
50% by Promotion through seniority cum fitness |
| 12. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Promotion: 7 years' regular service as Assistant Engineer in the PB-2 ₹ 9300–34800 with GP ₹ 4600. |
| 13. Composition of DPC or Selection Committee | Group 'A' Selection Committee [Appendix 1] / Departmental Confirmation Committee [Appendix 2(b)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT ENGINEER**

1. Name of Post **Assistant Engineer**
2. Number of Post 1 {EC:17:05(viii),2013}
(subject to variation on future creation or abolishing of post)
3. Classification Group 'B'
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 9300 – 34800 with GP ₹ 4600
5. Whether selection or non-selection post Non-Selection, in case of promotion
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits
Essential:
(i) Bachelor's degree in Civil/Electrical engineering from a recognized Institute/University.
(ii) 2 years' experience in relevant field from an organization of repute/from the Central/State Government, Universities and other Autonomous organizations.
Desirable:
Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees No
9. Period of probation, if any Two Years, for direct recruits
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 50% by Promotion through seniority-cum-fitness;
50% by Direct Recruitment through competitive written examination, failing which by Deputation or on Short-term Contract [**Appendix 10**].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
Promotion:
5 years' regular service as Junior Engineer in the PB-2 ₹ 9300–34800 with GP ₹ 4200.
Deputation/Short-term Contract: Officers of the CPWD/State Government PWD services or similar organized services /Semi Government/ PSU/Statutory or Autonomous organization/University System:- holding analogous post on regular basis;
5 years' regular service as Junior Engineer in the PB-2 ₹ 9300 – 34800 with GP ₹ 4200.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(c)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
JUNIOR ENGINEER**

- | | |
|--|---|
| 1. Name of Post | Junior Engineer |
| 2. Number of Post | 2 {EC:17:05(viii),2013}
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'B' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-2 ₹ 9300 – 34800 with GP ₹ 4200 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules |
| 7. Educational and other qualifications required for direct recruits | Essential:
Bachelor's degree in Civil/Electrical engineering from a recognized Institute/University;
OR
3 years' Diploma in Civil/Electrical engineering in the relevant field from an AICTE recognized Institute/University having a minimum 2 years' experience in relevant field in the Central/State Government, University Systems and other Organization of repute.

Desirable:
Working knowledge of AUTOCAD, other relevant software. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination [Appendix 10]. |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee [Appendix 2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SECURITY OFFICER**

1. Name of Post **Security Officer**
2. Number of Post 1 {EC:17:05(viii),2013}
(subject to variation on future creation or abolishing of post)
3. Classification Group 'B'
4. Pay Band & Grade Pay/Pay Scale PB-2 ₹ 9300 – 34800 with GP ₹ 4600
5. Whether selection or non-selection post Not applicable
6. Age limit for direct recruits Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits **Essential:**
Bachelor's degree with 5 years' experience as security Supervisor/supervisory position in security in a Govt. Office, Educational Institution/Private Organization of repute;
OR
Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees Not applicable
9. Period of probation, if any One Year
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 100% by Direct Recruitment through competitive written examination, failing which through deputation. **[Appendix 4]**
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Deputation/Short-term Contract:** Officers from the Central/State Government, Universities and other Autonomous organizations:-
holding analogous posts on regular basis;
OR
with 5 years' regular service in the PB-2 ₹ 9300 – 34800 with GP ₹ 4200.
12. Composition of DPC or Selection Committee Departmental Confirmation Committee **[Appendix 2(c)]**



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SECURITY INSPECTOR**

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|--|---|
| 1. Name of Post | Security Inspector |
| 2. Number of Post | 1 (EC 20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹5200 – 20200 with GP ₹2800 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules |
| 8. Educational and other qualifications required for direct recruits | Essential:
10+2 from recognized school board & NCC certificate /certified training course on security service from Govt. recognized centers/institutes; |
| 9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 13. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination [Appendix 4]. |
| 14. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 15. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee [Appendix 2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SECURITY SUPERVISOR**

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|--|---|
| 1. Name of Post | Security Supervisor |
| 2. Number of Post | 1 (EC:11:10,2012)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 2800 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules |
| 9. Educational and other qualifications required for direct recruits | Essential:
10+2 from recognized school board & NCC certificate /certified training course on security service from Govt. recognized centers/institutes; |
| 10. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 16. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination [Appendix 4]. |
| 17. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 18. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee [Appendix2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
TECHNICAL ASSISTANT**

1. Name of Post **Technical Assistant**
2. Number of Post 10 (EC:11:10,2012; EC20.4.1,2014)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'C'
4. Pay Band & Grade Pay/Pay Scale PB-1 ₹ 5200 – 20200 with GP ₹ 2800
5. Whether selection or non-selection post Non-Selection, in case of promotion
6. Age limit for direct recruits Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits **Essential:**
Bachelor's degree in relevant subject and 2 years' experience of handling laboratory equipment and carrying out laboratory experiment in a University/College/Research institute of repute;
OR
Bachelor's degree in Engineering/Technology in relevant subject;
OR
Diploma in Engineering in relevant field with 2 years' experience of handling laboratory equipment and carrying out laboratory experiment in a University/College/Research Institute of repute.
Desirable:
Master's degree in the relevant area.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees **Age:** No
Qualification: Yes
9. Period of probation, if any One Year, for direct recruits
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 50% by Promotion through seniority-cum-fitness;
50% by Direct Recruitment through competitive written examination [**Appendix 13**].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Promotion:** Laboratory/Field/Research Assistant with 5 years' regular service in the PB-1 ₹ 5200 – 20200 with GP ₹ 2400.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(d)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LABORATORY ASSISTANT**

1. Name of Post **Laboratory Assistant**
2. Number of Post 10 {EC:11:10,2012; EC5(xvii),2013; EC19.5.6,2014; EC20.4.1,2014}
(subject to variation on future creation or abolishing of post)
3. Classification Group 'C'
4. Pay Band & Grade Pay/Pay Scale PB-1 ₹ 5200 – 20200 with GP ₹ 2400
5. Whether selection or non-selection post Selection, in case of promotion
6. Age limit for direct recruits Between 18 and 27 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits
Essential:
Bachelor's degree in Science or other relevant field from a recognized Institute/University;
OR
Diploma in relevant field of Engineering/Technology from recognized Polytechnic/Institute;
OR
ITI trade certificate possessing Class 10th standard with 5 years of work experience in relevant field.
Desirable:
Experience in Science Laboratories of Academic/ Research institutions.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees No
9. Period of probation, if any One Year, for direct recruits
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 25% by Promotion through seniority-cum-merit;
75% by Direct Recruitment through competitive written examination [**Appendix 13**].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Promotion:** Laboratory Attendant with 10 years' of regular service in the PB-1 ₹ 5200 – 20200 with GP ₹ 1800.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee [**Appendix 2(d)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LABORATORY ATTENDANT**

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| 1. Name of Post | Laboratory Attendant |
| 2. Number of Post | 10 (EC:11:10,2012; EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 1800 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules |
| 7. Educational and other qualifications required for direct recruits | Essential:
Class 10 th standard (with Science as one of the subjects) from a recognized School/Board;
OR
ITI Trade Certificate in the relevant area.

Desirable:
Class 12 th standard in Science subject from a recognized Board/University. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through Competitive written examination.
[Appendix 6] |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee
[Appendix 2(d)] |



SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF COOK

1. Name of Post **Cook**
2. Number of Post 2 (EC20.4.1,2014)
(subject to variation on future creation or abolishing of post)
3. Classification Group 'C'
4. Pay Band & Grade Pay/Pay Scale PB-1 ₹ 5200 – 20200 with GP ₹ 1900
5. Whether selection or non-selection post Non-Selection, in case of promotion
6. Age limit for direct recruits Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules
7. Educational and other qualifications required for direct recruits
Essential:
(i) Class 10th Standard from a recognized School/Board.

(ii) 3 years' experience in cooking/catering services in educational institutions/guest houses, reputed hotels, restaurants and similar facilities.

Desirable:
(i) ITI Trade Certificate in Bakery & Confectionery (1 year duration).

(ii) Experience in preparation of vegetarian and non-vegetarian food items..

Age: No
Qualification: Yes
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees One Year, for direct recruits
9. Period of probation, if any 50% by Promotion through seniority-cum-fitness;
10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts 50% by Direct Recruitment through competitive written examination and trade test. [**Appendix 6**].
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made **Promotion:** Kitchen Attendant with 3 years' regular service in PB-1 ₹ 5200 – 20200 with GP ₹ 1800.
12. Composition of DPC or Selection Committee Selection/ Departmental Promotion/Confirmation Committee[**Appendix2(c)**]



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
KITCHEN ATTENDANT**

- | | | |
|-----|---|--|
| 1. | Name of Post | Kitchen Attendant |
| 2. | Number of Post | 2 (EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. | Classification | Group 'C' |
| 4. | Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 1800 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules |
| 7. | Educational and other qualifications required for direct recruits | Essential:
(i) Class 10 th Standard from a recognized School/ Board;

OR
ITI Trade Certificate in the relevant area.

(ii) 2 years' experience as Cook Apprentice in cooking/ catering services in educational institutions/guest houses, reputed hotels, restaurants and similar facilities. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | One Year |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination. [Appendix 6] |
| 11. | In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made | Not applicable |
| 12. | Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee [Appendix2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
HOSTEL ATTENDANT**

- | | |
|--|---|
| 1. Name of Post | Hostel Attendant |
| 2. Number of Post | 1 (EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 1800 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules |
| 7. Educational and other qualifications required for direct recruits | Essential:
Class 10 th Standard from a recognized School/ Board; |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by Promotion or by deputation/ | 100% by Direct Recruitment through competitive written examination.[Appendix 6] |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/absorption to be made | Not Applicable |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee [Appendix 2(c)] |



**SIKKIM UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DRIVER**

- | | |
|--|--|
| 1. Name of Post | Driver |
| 2. Number of Post | 5 (EC:11:10,2012; EC20.4.1,2014)
(subject to variation on future creation or abolishing of post) |
| 3. Classification | Group 'C' |
| 4. Pay Band & Grade Pay/Pay Scale | PB-1 ₹ 5200 – 20200 with GP ₹ 1900 |
| 5. Whether selection or non-selection post | Not applicable |
| 6. Age limit for direct recruits | Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules |
| 7. Educational and other qualifications required for direct recruits | Essential:
(i) Class 10 th standard from a recognized School/ Board.

(ii) Possession of a valid driving license for L/M/H motor vehicles issued by the competent authority.

(iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).

(iv) Experience of driving motor vehicles for at least 3 years. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. Period of probation, if any | One Year |
| 10. Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% by Direct Recruitment through competitive written examination and trade test.
[Appendix 10] |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | In case of promotion from ordinary grade to Grade I & II shall be governed by the rules prescribed by the Govt. of India. |
| 12. Composition of DPC or Selection Committee | Selection/ Departmental Confirmation Committee
[Appendix 2(c)] |

**COMPOSITION OF SELECTION COMMITTEES FOR
DIRECT RECRUITMENT****Selection Committee for Group 'A' posts (Other than Statutory posts)**

1	Vice-Chancellor	...	Chairperson
2	Registrar	...	Member
3	Two experts in the concerned field not in the service of the University to be nominated by the Executive Council	...	Member
4	Librarian/COE/FO/Dean of School of Studies /Head of the concerned Department	...	Member
5	An SC/ST/PWD representative holding position equivalent or above the level of the post being interviewed.	Member
6	Women/OBC representative. The member nominated for this purpose shall be of equivalent level or level above the cadre level of the applicant	Member

Note: At least five members, including two experts, shall constitute the quorum



APPENDIX 2

COMPOSITION OF SELECTION COMMITTEE (Only for Sl. no. c & d below)/ DEPARTMENTAL PROMOTION COMMITTEES (DPCs)/ DEPARTMENTAL CONFIRMATION COMMITTEES (DCCs)

(a) Deputy Registrar / Deputy Librarian	1	Vice Chancellor	...	Chairperson
	2	Registrar	...	Member
	3	Finance Officer	...	Member
	4	CoE/Librarian	...	Member

(b) Assistant Registrar & other Group A posts	1	Vice Chancellor	...	Chairperson
	2	Registrar	...	Member
	3	Finance Officer/ Controller of Examinations	...	Member
	4	Deputy Registrar (Nominated by the Vice-Chancellor)	...	Member

(c) Group B & C posts	1	Registrar	...	Chairperson
	2	Finance Officer	...	Member
	3	Controller of Examinations	...	Member
	4	Deputy Registrar/Assistant Registrar- Establishment	...	Member

(d) Group B & C (Technical/Library/Ac ademic)	1	Registrar	...	Chairperson
	2	Controller of Examinations /Librarian	...	Member
	3	Concerned Dean/HOD (as reporting/controlling Officer)	...	Member
	4	Deputy Registrar/Assistant Registrar-Establishment	...	Member

Note: Representative of SC/ST/OBC/PWD/Minority/Women to be nominated by Chairperson of the Selection Committees/Departmental Promotion Committees/ Departmental Confirmation Committees.

**DIRECT RECRUITMENT
(ASSISTANT REGISTRAR)****MODE OF SELECTION**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage in the interview.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	105	1:30 hours	30 minutes
Paper-II	General Studies	100	30		1:30 hours	30 minutes
Paper-II	Numerical Aptitude & Reasoning	100	30		1:30 hours	30 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II, General Studies: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

Paper-III, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one



name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

III. Interview: Candidates who qualify in the written examination will be called for Interview. Selection Committee at its own discretion shall decide the nature or standard of interview to be conducted by it.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.



DIRECT RECRUITMENT
Group 'B' posts having written examinations
OF
(MINISTERIAL/SUPPORT SERVICES, SECRETIAL SERVICES & SECURITY
SERVICES)
MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	70	1:30 hours	30 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-II	Numerical Aptitude & Reasoning	50	15		45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II, General Studies: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

Paper-III, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships



between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

III. Stenography test: Stenography test is applicable only for the posts of **Private Secretary** and **Personal Assistant** and will be of **qualifying nature**.

Category of candidate	Dictation		Time for transcription	Maximum permissible error
	Speed	Duration		
General candidate	120 w.p.m.	5 minutes	30 minutes	10%
VH candidate	120 w.p.m.	5 minutes	55 minutes	10%

Note:-

1. The matter will have to be transcribed on computer only.
2. There is no exemption from Skill Test for any category of candidates.
3. The transcription time is including time for reconciliation.
4. The University may reduce the minimum qualifying marks to fill up the reserved post if there are no adequate candidates from the reserved category qualified as per the normal standard.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list in case of **Private Secretary** and **Personal Assistant** will be prepared from the list of those candidates who will qualify the Stenography Test, based on the marks obtained in the competitive written examination.
4. Level of difficulty/ type of questions shall vary from post to posts depending upon the level/nature of post.

**DIRECT RECRUITMENT
(LOWER DIVISION CLERK)****MODE OF SELECTION**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers and One Practical Paper**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	10		45 minutes	15 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-III	Numerical Aptitude & Reasoning	50	15		52	45 minutes
Paper-IV	Computer proficiency Test (Practical)	50	15	18	45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II, General Studies: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

Paper-III, Numerical Aptitude & Reasoning: The questions will be designed to test the



ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

III. Computer Proficiency Test: Candidates who qualify in the Competitive Written Examination for **Paper-I, II & III** will be called for Computer Proficiency Test (**Paper-IV**) to be taken on computer. Questions will be designed to test the candidate's knowledge of Microsoft Office, Spreadsheet and Computer Applications for everyday office work including usage of internet.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list will be prepared based on the marks obtained in the competitive written examination and Computer Proficiency Test.

**DIRECT RECRUITMENT**

(MTS, LIBRARY ATTENDANT, LABORATORY ATTENDANT, NURSING ATTENDANT, HOSTEL ATTENDANT, KITCHEN ATTENDANT, COOK & DRIVER)

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	15	35	45 minutes	15 minutes
Paper-II	General Studies & Basic Arithmetic	50	15		45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of basic English Language like Error recognition, fill in the blanks, Spellings etc.

Paper-II, General Studies & Basic Arithmetic: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of state & national importance. Basic arithmetic will include questions on basic calculations.

III. Trade Test (only for Driver): The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to drive with ease in different road conditions.
2. Knowledge of Traffic Regulation.
3. Knowledge of Petrol & Diesel Engine working and ability to locate faults and rectify minor running defects.
4. Ability to clear carburetor/injector, plug etc.



IV. Trade Test (only for Cook & Kitchen Attendant): The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to cook different varieties of cuisines viz North Indian, South Indian, Continental, Local cuisines etc.
2. Ability to manage supplies.
3. Knife skill & hygiene.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list in case of **Driver, Cook & Kitchen Attendant** will be prepared based on the marks obtained in the competitive written examination and Trade Test.
4. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT
(PROFESSIONAL ASSISTANT, SEMI-PROFESSIONAL & LIBRARY
ASSISTANT)**

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	15	70	45 minutes	15 minutes
Paper-II	Library & Information Science	100	30		1:30 hours	30 minutes
Paper-III	Library & Information Science (Practical)	50	15		1 hours	20 minutes

Note:-

1. Paper-I & II will consist of **objective type questions** only.
2. Paper-III will not be applicable for Library Assistant.

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

PAPER-II:

Unit 1 Acquisition of Library Resources



- i) Collection Development
 - a. Principles and procedure
 - b. Selection of printed and electronic resources
 - c. Ordering
 - d. Management and Maintenance

Unit 2 Serial Management

- a) Selection
- b) Ordering
- c) Receiving
- d) Display

Unit 3 Database Management

- a) Machine Readable Formats
- b) Basic Knowledge of common software
Koha, SOUL, SLIM
- c) Metadata

Unit 4 Information Technology

- a) Data Harvesting
- b) Institutional Repositories
- c) Digital Library
- d) Automated Library Services

PAPER-III, PRACTICAL:

- i) Classification
- ii) Subject Analysis
- iii) Data Entry
- iv) Word Processing

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant



posts and the number of candidates qualified as per the minimum standard.

3. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
2. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT
(STAFF NURSE)**

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Paper I	General English	50	70	45 minutes	15 minutes
Paper II				2 hours	40 minutes
Part-A	Fundamentals of Nursing	50			
Part-B	Anatomy & Physiology, Psychiatric Nursing	50			
Part-C	Midwifery and Gynecological Nursing, Pediatric Nursing	50			

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II

Part-A, Fundamentals of Nursing:

- a) Nursing as a profession: Concept of Nursing; Definition of Nursing; Functions of Nurse; Qualities of a Nurse; Comprehensive Nursing care; Holistic approach to Nursing; Code of Ethics and Ethical behaviour expected.
- b) Maintenance of therapeutic Environment: Temperature, light, noise, humidity, aesthetic consideration in the environment, colour scheme, beauty and flower



- arrangements.
- c) Nursing Process and Nursing Care Plan: Meaning, importance and steps in development.
Admission of a patient: Patients unit set up and care, admission procedure, reception of patient, care of patient's belongings.
 - d) Discharging a Patient: Preparation of the patient-physically and mentally; Discharge procedure; Hospital Policies; Preparation of the relatives of the patient for discharge and advice to the patient.
 - e) The dying Patient: Signs and symptoms of approaching death; Needs of the dying patient and relatives; Care of dying and last offices; Packing of dead bodies in non-communicable and communicable diseases.
 - f) Hygienic needs and Physical needs: Importance of maintaining Personal Hygiene; Nurses role in maintaining good personal Hygiene; Factors promoting and inhibiting physical comforts; Comfort devices and their uses; Different position for comfort and positioning of a patient; Principles of lifting and moving patients in bed.
 - g) Activity and Exercises: Importance of activity and Exercise in health and sickness, active and passive Exercise.
 - h) Safety needs: Environmental hazards, role of nurses in prevention of health hazards.
 - i) Elimination needs: Problems in sickness: Constipation, diarrhoea, retention and incontinence of urine; Nurses role in meeting eliminating needs.
 - j) Care in Special Condition: Unconscious patient; Patient with fluid imbalance; Patient with Dyspnoea; Physically handicapped; Perineal care of terminally ill-patient with urinary catheter.
 - k) Meeting nutritional needs: Importance of Nutrition; Factors effecting nutritional needs.
 - l) Observation of Patient: General appearance & deviation; Temperature; Respiration; Heart rate; Blood Pressure; Observation of - Urine, Stool, Vomit, Sputum, Any body fluid
 - m) Care of Equipment's: Disposable; Reusable; Rubber goods; Glassware; Enamelware; Metal; Plastic; Furniture; Machinery.
 - n) Barrier Nursing: Standard Safety precaution (Universal Precaution); Different types of hand washing; Personal protecting equipment's types, uses, techniques of wearing and removing.
 - o) Administration of drugs: Purposes of drugs; Routes of administration; Principles: 5 Rights, special consideration, prescription, safety in administering drugs. Storage and maintenance of drugs and nurses responsibility Factors influencing drugs action. Terminologies and common abbreviation used in prescription of drugs.
 - p) First Aid: Rules of First Aid, First Aid in emergency situations.

Part-B, Anatomy & Physiology, Psychiatric Nursing:

Anatomy & Physiology:

- a) Skeletal system:
Bones: Types, Structure, Functions; Joints: Classification, Structure and Functions.
- b) Muscular System: Types, Structure, Functions; Position and action of Chief Muscles of the body
- c) Cardio-Vascular System



Blood: Composition, Blood Group, Cross Matching

Heart: Position, Structure, Conduction System, Functions and Cardiac Cycle; Circulation of Blood; Blood Pressure and Pulse; Lymphatic System

- d) Respiratory System: Structure and Functions of Respiratory Organs; Physiology of Respiration; Characteristics of normal Respiration and its deviations
- e) Digestive System: Structure and Functions of Organs; Digestion, absorption and metabolism.
- f) Excretory System: Structure and functions of Organs; Structure and functions of the Skin; Regulation of body Temperature
- g) Nervous System: Type, structure and functions of neuron; Central Nervous System: Structure and Functions.
- h) Endocrine System: Structure and functions of – pituitary, pancreas, thyroid, Parathyroid, Thymus and supra renal glands.
- i) Sense Organs: Structure and functions of eye, ear, nose and tongue; Physiology of Vision, hearing and equilibrium.
- j) Reproductive System: Structure and functions of reproductive and accessory organs; Reproduction, Menstrual Cycle and Menopause; Reproductive Health; Structure and functions of male reproductive system.

Psychiatric Nursing:

- a) Introduction: Meaning of mental illness; Terms used in psychiatry; Etiology of mental illness and contributing factors; Legal aspects in the care of the mentally sick.
- b) Community Responsibility: Attitudes towards mentally ill; Misconceptions towards mentally ill; Health and social service for the mental illness.
- c) Diagnosis: Early recognition of deviations from the normal; Classification of mental disorders; Signs and symptoms of common mental illness.
- d) Management: Physical therapy; drug therapy, shock therapy; Psychotherapy; hypnosis, psychoanalysis; behavior therapy, reactional and social therapy, occupational therapy.
- e) Role of the Nurse: Over active patient; Destructive patient; Suicidal patient; Depression; Withdrawal and Mania; Prevention of accidents amongst mentally ill; Observation reporting and recording; Procedure for admission into and discharge from mental hospitals

Part-C, Midwifery and Gynaecological Nursing, Paediatric Nursing:

Midwifery and Gynaecological Nursing:

- a) Introduction: Definition: Midwifery, obstetrical Nursing; Development of maternity services in India; Morbidity and mortality rates and their significance; Internal and External organs of reproduction.
- b) Normal Pregnancy: Physiological changes due to pregnancy; Signs, symptoms and diagnosis; Influence of hormones; Pre-natal care: Objectives; History taking; Calculation of Expected date of delivery; Routine Examinations; Care and advice regarding: diet in pregnancy; anti-natal Exercises Minor disorders of pregnancy and alleviations of discomfort; Diseases associated with pregnancy: Cardio vascular; Urinary; Respiratory; Metabolic; Nutritional deficiencies; Sexually transmitted diseases.



- c) Normal Delivery (Preparation): For mother and baby; Preparation of the patient and delivery room-hospital and home; Psychological preparation of mother and family.
- d) Normal labour; Stages of labour; Nursing Management of Baby and birth; Nursing Management of mother during puerperium.
- e) Complications of pregnancy and its management: Bleeding in early pregnancy; Bleeding in late pregnancy; Pregnancy induced hypertension, Pre-Eclampsia, Eclampsia; Hydramnios, Oligohydramnios; Hydatidiform mole; Pelvic inflammatory disease; Intra uterine growth retardation, intra uterine death; Post maturity.
- f) High risk pregnancy and its management: Anaemia, Jaundice, Viral infection; Urinary tract infections; Heart diseases, diabetes mellitus; Osteomalacia; Sexually Transmitted diseases; AIDS; Teenage Pregnancy; Elderly pregnancy; Multi Para & Multiple pregnancy; Un-Educated mother.
- g) Labour Complications: Malpresentations and malpositions; Occipito posterior position; Breech and shoulder; Face and Brow; Cord presentation and prolapse; Obstructed labour; Ruptured uterus; Postpartum haemorrhage, atonic uterus, retained placenta and membranes.
- h) Diseases and disorders of female reproductive system including breasts: Infections; cyst, tumors and fibroids; Abortion; Ectopic pregnancy; Vaginal fistula; Erosion of cervix; Sexually transmission disease; Abnormalities of menstruation; Menopause; Mastitis; Breast abscess; Tumors; Malignancy.

Paediatric Nursing:

- a) Nurses responsibility to meet the nutritional needs; The Infant: Care of umbilical cord, skin, eye, mouth, buttocks and clothings; Disorder of Infants: Vomiting; Diarrhoea; Convulsion; Distension.
- b) Recognition and Management of Congenital anomalies: Causes, Prevention management;
- c) Breast Feeding: Importance and principles; Preparation of mother; Difficulties in breast feeding; Factors inhabiting and promoting lactation.
- d) Diseases of Children: Etiology, Signs and symptoms, medical and surgical management, nursing care, Complication, diet and drug therapy, prevention and treatment with diseases
 - Gastro- intestinal System, Respiratory System, Genito-urinary System, Cardio Vascular system, Nervous System, Eye and Ear, Nutritional Disorder, Communicable Diseases, Hemotological disorder, Endocrine disorder, Child health Emergencies, Psychological disorder and problems, The Handicapped Child.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.



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2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.

**DIRECT RECRUITMENT
(PHARMACIST)****MODE OF SELECTION**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*	
Paper I	General English	50	15	52	45 minutes	15 minutes	
Paper II					Part-A	1:30 hours	30 minutes
	Pharmaceutics, Dispensing and Hospital Pharmacy	50	30				
Part-B	Pharmacology and Toxicology	50	15				

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II**Part-A, Pharmaceutics, Dispensing and Hospital Pharmacy:**

- Formulations: Types, Preparation, Packaging, labeling and Storage, Various Conventional and prolonged release drug delivery systems, per-oral and parenteral administration, novel routes of drug administration including pulmonary, nasal, ophthalmic, transdermal etc., concepts of drugs stability and Shelf-life.
- Prescription: definition, various parts of prescription, their functions, handling of prescription, prescription charging policy.



- c) Posology: Definition, factors affecting dose selection, Calculation of doses for paediatric and geriatric patients.
- d) Study of various pharmacopoeias, monographs and various quality control tests mentioned in the monographs- I.P., U.S.P., E.P., B.P.
- e) Sterile Products –their manufacturing and quality Control, Methods of Sterilization and validation thereof, Test for Sterility, Test for pyrogens, concept of asepsis and maintenance of aseptic conditions, Central Sterile Supply Department (CSSD) and its functioning.
- f) Microbiological Media: Preparation and Sterilization.
Surgical dressings: Properties, sterilization, standards and tests for sterility.
Ligatures and Sutures: Absorbable and non-absorbable, preparations, standards, and tests for sterility.
- g) Hospital and Drug Store: Layout, designs, staff, materials-coding and stocking including storage conditions. Legal requirements, maintenance of various registers. Use of Computers for day to day record keeping. Inventory control concept of EOQ (Economic Order Quantity) & Purchase policy. Drug distribution systems in hospitals- Dispensing to in-patients & out-patients. Safe use of drugs in hospitals.
- h) Clinical Pharmacy - Drug & poison information services & its management: Patient Counseling, Patient information leaflets, patient medication adherence, drug-drug, drug-food interactions, adverse drug reactions. Adverse drug reactions and idiosyncratic reactions.

Part-B, Pharmacology and Toxicology:

- a) Concepts of health and disease, causative agents and prevention of diseases like AIDS, Tuberculosis. Brief outline of communicable diseases, models of transmission and prevention.
- b) First aid, emergency treatment of shock, snake bites, burns, poisoning, fractures.
- c) Pharmacology of following classes of drugs Antihypertensives, antianginal agents, antihyperlipidemic agents, Cardiotonics, antiallergics, antidiabetics, antimicrobials and antibiotics including the newer generation antibiotics, antiulcer agents, antacid, anti HIV agents, antidepressants.
- d) Clinical toxicology: Clinical symptoms and management of acute poisoning due to pesticides, opiates, barbiturates, benzodiazepines, alcohol (ethanol & methanol), paracetamol and salicylates, heavy metals- Arsenic, lead, mercury, radiation poisoning.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.



**DIRECT RECRUITMENT EXAMINATION
(ASSISTANT ENGINEER & JUNIOR ENGINEER)**

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers**, as follows:-

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Paper I	General English	50	15	45 minutes	15 minutes
Paper-II (Candidates will opt for any one part from Part-A and Part-B)					
Part-A	Civil Engineering	150	45	2 hours	40 minutes
Part-B	Electrical Engineering	150	45	2 hours	40 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II (Candidates will opt for any one part from Part-A and Part-B)

PART-A: CIVIL ENGINEERING

a) Theory of Structures: Principles of super-position; reciprocal theorem, unsymmetrical bending. Determinate and indeterminate Structure; simple and space frames; degrees of freedom; virtual work; energy theorem; deflection of trusses; redundant frames, three-moment equation; slope deflection and moment distribution methods; column analogy; Energy methods; approximate and numerical methods. Moving loads, shearing force and Bending moment diagrams; influence lines for simple and continuous beams. Analysis of determinate and indeterminate arches, matrix methods of analysis, stiffness and flexibility matrices.

b) R.C. Design: Design of slabs, simple and continuous beams, columns, footing-single and combined, raft foundations, elevated water tanks, encased beams and column, ultimate load design. Methods and systems of prestressing; anchorages, losses in prestress.



c) **Steel Design:** Factors of safety and load factor; Design of tension; compression and flexural members; built up beams and plate girders, semi-rigid and rigid connections, Design of stanchions, slab and gusseted bases; cranes and gantry girder; roof trusses; industrial and multi storeyed buildings. Plastic design of frames and portals.

d) **Fluid Mechanics:** Dynamics of fluid flow-equations of continuity; energy and momentum.

Bernoulli's theorem; circulation, velocity potential and stream function; rotational and irrotational flow, free and forced vortices; flow net, dimensional analysis and its application to practical problems. Viscous flow-flow between Static and moving parallel plates, flow through circular tubes; film lubrication. Velocity distribution in laminar and turbulent flow, boundary layer, Incompressible flow through pipes, laminar and turbulent flow, critical velocity, Stimpson and Moody's diagram. Hydraulic and energy grade lines; siphons; pipe network. Forces on pipe bends. compressible flow-Adiabatic and isentropic flow, subsonic and supersonic velocity; mach number, shock wave, Water hammer, surge Tanks.

e) **Hydraulic Engineering:** Open channel flow-Uniform and non-uniform flow, best hydraulic cross section. Specific energy and critical depth, gradually varied flow; classification of surface profiles; control sections; standing wave flume; Surges and waves. Hydraulic jump.

Design of canals- Unlined channels in alluvium; the critical tractive stress, principles of sediment transport regime theories, lined channels; hydraulic design and cost analysis; drainage behind lining.

Canal structures- Designs of regulation work; cross drainage and communication works, cross regulators, head regulator, canal falls, aqueducts, metering flumes etc., Canal outlets.

Diversion Headworks- Principles of design of different part on impermeable and permeable foundations; Khosla's theory; Energy dissipation; sediment exclusion.

Dams- Design of rigid dams; earth dams; Forces acting on dams: stability analysis. Design of spillways. Wells and Tube Wells.

f) **Soil Mechanics and Foundation Engineering:** Soil Mechanics- Origin and Classification of soils; Atterberg limits. Void ratio: moisture contents permeability, laboratory and field tests, seepage and flow nets, flow under hydraulic structures. Unconfined and direct shear tests; triaxial test; heat pressure theories, stability of slopes; Theories of soil consolidation; rate of settlement. Total and effective stress analysis, pressure distribution in soils; Boussinesq and Westergaard theories. Soil exploration. Foundation Engineering; Bearing capacity of footings; piles and walls; design of retaining walls; sheet piles and caissons. Principles of design of block foundation for machines.

g) **Building construction:** Building materials and constructions- timber, stone, brick, sand, surkhi, mortar, concrete, paints and varnishes, plastics, etc, Detailing of walls, floors, roofs, ceilings, staircases, doors and windows. Finishing of building, plastering, pointing, painting etc. Use of building codes. Ventilation, air conditioning, lighting and acoustics. Building estimates and specifications. Construction scheduling: PERT and CPM methods.



h) Water Resources Engineering: Hydrology- Hydrologic cycle; precipitation; evaporation-transpiration and infiltration hydrographs, unit hydrograph; Flood estimations and frequency. Planning for water Resources- Ground and Surface water resources; surface flows.

Single and multipurpose projects storage capacity, reservoir losses, reservoir silting, flood routing. Benefit cost ratio. General principles of optimization.

i) Sanitation and Water Supply: Sanitation-Site and orientation of buildings; ventilation and damp proof course; house drainage; conservancy and waterborne system of waste disposal, sanitary appliances, latrines and urinals.

j) Environmental Engineering: Elementary principles of Ecology and Ecosystems and their interaction with environment. Engineering activity and Environmental pollution. Environment and its effects on human health and activity. Air Environment: Major pollutants and their adverse effects, types of air cleaning devices. Water quality: Parameters, adverse effects, monitoring salt purification of streams. Solid Wastes: Collection systems and disposal methods, their selection and operation. Typical features of Water distribution systems: Demand, available need, network analysis, storage, corrosion.

k) Typical features of Sewerage systems: Permissible velocities, partial flow in circular sewers, non-circular sections, corrosion in sewers, construction and maintenance, sewer appurtenances, Dumping of sewage, Plumbing: Standards & systems. Environmental Management.

PART-B: ELECTRICAL ENGINEERING

a) Networks & Systems: Transient and steady state analysis of systems, state space analysis of networks, operational methods in networks and systems, Laplace, Fourier and Z transforms for continuous and discrete system, Frequency response of continuous and discrete systems, response characteristics and stability, R-L & R.C. network synthesis.

b) E.M. Theory: Analysis of electrostatic and magnetostatic fields. Laplace, Poisson and Maxwell's equations, solution of boundary value problems, electromagnetic wave propagation, ground and space waves, Propagation between Earth station and satellites, Field Concepts of Circuits.

c) Control Systems: Mathematical modelling of dynamic, linear, continuous and digital control systems, Block diagrams and signal flow graphs, state space modelling and stability, Error evaluation, Error series compensation, Lyapunov methods for stability.

d) Elements of Electronics: P-N junction diode, Zener Diode, junction triode transistors and their parameters, current, voltage gain and input-output impedance, biasing techniques, common base emitter amplifiers, feedback oscillator, Colpitt oscillator and Hartley oscillator, Wave shaping circuits and timebase generators, analysis of multivibrators, digital circuits.



e) Power System Analysis and Design: Line parameters and calculations, Performance of Transmission lines, voltage distribution over an insulator string, string efficiency improvement, sag and tension calculations, conductor vibrations, Disruptive and visual Critical Voltage, Corona loss, Interference between Power and Communication Line.

Parameters of single and three core belted cables, Bus admittance matrix, Load flow equations and methods of solutions, Fast-decoupled load flow, Balance and Unbalanced Faults and analysis, Digital techniques in Fault Calculations.

Power system transients and Travelling Waves, Power system stability, EHV Transmission, HVDC transmission, general design considerations for distribution systems, Design of transmission lines.

f) Elements of Electrical Machines: Generation of E.m.f., m.m.f. and torque in rotating machines, motor and generator characteristics of d-c, synchronous and Induction Machine, equivalent circuits, commutation and armature reaction considerations, Parallel operation, Phasor and equivalent circuit of power transformer, determination of performance and efficiency, auto-transformers, 3-phase transformers.

g) Utilisation and Drives: Electrical motors for various drives and estimates of their rating, starting, braking and reversing operations of motors, speed control of d-c and induction motors, static power controllers and Electronic circuits for speed control, Inverters and converters, characteristics of Traction motors, Dielectric and Induction Heating.

h) Measurements: Basic methods of measurement, standards, error analysis, indicating and recording instruments, measurement of voltage, current, power, resistance, inductance, capacitance, power factor, frequency and flux, Instrumentation system for pressure and temperature measurements.

i) Industrial Electronics: Principles and design of single phase and polyphase rectifiers. Smoothing and Filters regulated power supplies, speed control circuits for drivers, inverters, d-c to d-c conversion, choppers, times and welding circuits.

j) Digital Electronics: Small Signal Transistor analysis, Steady State and Transient switching characteristics of semiconductor devices, clipping, clamping and switching circuits, Multivibrators, Boolean algebra, logic gates, I.C. building blocks and modules, combinational and sequential digital circuits, semiconductor memories.

k) Electrical and special Machines: Rotating magnetic field, Polyphase motor, Torque slip Characteristics, Equivalent Circuit and determination of its parameters. Starters, speed control, Induction generator Theory and phasor diagrams, characteristics and application of single phase motors, repulsion motor, series motor, E.m.f. equation and phasor diagram for synchronous machines operation on an infinite Bus, synchronising power, Sudden short circuit and analysis of oscillogram to determine machine reactances and time constants, synchronous Induction motor. Amplidyne and metadyne operating characteristics and their applications, principles and operation of servo motors.



l) Power system protection: Switch gear methods of Arc Extinction, Restriking and recovery voltage, Testing of circuit breakers, Protective relays, protective schemes for power system equipment, C.T. and P.T. surges in transmission lines and protection.

m) Analog and Digital computation: Analysis of op-amplifier, R.C. circuits, use as differentiator and Integrator, simulation of dynamic and algebraic equations, simulation of control systems, Basis of Digital computation, flow charting, numerical analysis for interpolation, curve fitting, area, algebraic linear and nonlinear equations, solution of differential equations through Euler and Runge-Kutta Methods. Writing simple programmes for series in AP, CP, HP and combination, quadratic equation roots, Programmes for matrix addition, multiplication and determinants, curve fitting, interpolation, area, linear and nonlinear equation, differential equations of first and second order.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Total marks in the Competitive Written Examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT
(HINDI TRANSLATOR & HINDI TYPIST)**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness (Objective Type)	50	15	52	2 hours 30 minutes	50 minutes
Part-II	English Language (Objective Type)	50	15			
Part-III	Translation & Essay	50	15			

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Part-I, General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.



Paper-III, Translation and Essay (Only for Hindi Translator): This paper will contain passages for translation- passages for translation from Hindi to English and for translation from English to Hindi and an Essay in Hindi and English which will test the candidates' translation skills and their ability to write the two languages correctly, precisely and effectively.

B. Hindi Typing Test (Only for Hindi Typist)

Hindi Typing Test is of **qualifying nature** and will be conducted for those candidates who secure at least the minimum qualifying marks in the Competitive Written Examination.

Typing Test: The Typing Test will be of 50 Marks and will be conducted in *Hindi* to be administered on the Computer. The speed requirement is 30 w.p.m. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes. Passage Dictators will be provided to each of VH candidates for the Typewriting test. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

Subject/Test	Minimum word Per minute	Duration of test	Max. permissible error
Hindi Typing Test	30	10 minutes	10%

III. Selection: Merit list will be prepared only from the list of candidates who will qualify the Hindi Typing Test based on the marks obtained in the competitive written examination.

IV. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT
SENIOR TECHNICAL ASSISTANT (Computer)**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	50	15	70	2 hours 30 minutes	50 minutes
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	Computer/IT Proficiency	100	35			

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Part-I, General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.



Paper-III, Computer/IT Proficiency: Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's complement, 2's complement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices.

Data Base Systems: Concepts of databases, DBMS, normalization, MS-SQL,

Operating System: Concepts, different types, functions, Windows OS, MS-Office, Word, Excel, PowerPoint, Outlook Software Engg (SDLC) with thorough knowledge of s/w testing.

Computer Network: Basic concepts topology types, Data Communications, N/W Security, Online Transaction Security, OSI Model devices and Protocols, Transmission.

Programming: Problem solving on a computer, algorithm, flowchart, decision tables, programming in C Language and C++ Language. Encoding signals.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (iv) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (v) Date of Birth, with older candidate placed higher.
- (vi) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.



**DIRECT RECRUITMENT
(TECHNICAL ASSISTANT & LABORATORY ASSISTANT)**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	50	15	70/52**	2:30 hours / 30** Minutes	50/30** minutes
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	Technical Paper	100/50**	35			

* PWD candidates availing scribe/reader/lab assistant

** For Library Assistant, total marks for Technical paper will be of 50 and overall qualifying marks will also be reduced proportionately to 52.

SYLLABUS:

Part-I, General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on



complicated arithmetical computation (Standard of the questions will be of 10+2 level)
On general reasoning, the candidates will be tested on reasoning and analytical abilities.

Paper-III, Technical Paper: Question on this paper will be designed to test the knowledge of the candidates of the concerned subject. Syllabus of this paper will be drafted based on the availability of the posts for various Departments by the committee consisting of the following members.

1. Registrar/Dean of the concerned School of Study.
2. HoD/In-Charge of the Concerned Department/Section.
3. One member to be nominated by the Vice-Chancellor.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (vii) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (viii) Date of Birth, with older candidate placed higher.
- (ix) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty/type of questions shall vary from post to post depending upon the level/nature of post.



**DIRECT RECRUITMENT
(PUBLIC RELATION OFFICER)**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers & One Conventional Type paper**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	100	15	105	4:30 hours	1:30 hours
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	PR Writing (Conventional type)	150	45			

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Part-I, General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Media (National, International & Local) Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (Standard of the questions will be of 10+2 level) On general reasoning, the candidates will be tested on reasoning and analytical abilities.



Paper-III, PR Writing: Question on this paper will be designed to test the ability of the candidates of writing press releases/ press notes/ speeches, promoting University services, dealing with enquirers from the public, the press, and related organizations etc. Syllabus of this paper will be drafted by the committee consisting of the following members.

1. Registrar.
2. Two members to be nominated by the Vice-Chancellor.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty/type of questions shall vary from post to post depending upon the level/nature of post.

**ASSISTANT REGISTRAR: DEPARTMENTAL PROMOTION
EXAMINATION**

SCHEME OF EXAMINATION: The examination will consist of a **Written Examination**
(Maximum Marks 350)

Scheme of Written Examination: The Written Examination will consist of **Three Papers**, as follows:-

Paper	Subject	Maximum Marks	Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	120	2 hours	40 minutes
Paper-II	Statutory Rules	100	30		3 hours	1 hour
Paper-III	General Administration	150	45		3 hours	1 hour

* PWD candidates availing scribe/reader/lab assistant

Paper-I will consist of Objective Type questions only.

Paper-II & Paper-III will consist of Objective Type as well as Conventional Type questions.

SYLLABUS:

Paper-I, General English: Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

Paper-II, Statutory Rules: The Sikkim University Act & Statutes, Ordinances, Rules & Regulations.

Paper-III, General Administration: Candidates are expected to have knowledge of the following rules:-

- (i) Fundamental and Supplementary Rules – **55 Marks**
- (ii) CCS (CCA) Rules – **25 Marks**
- (iii) General Financial Rules – **35 Marks**
- (iv) The Right to Information Act, 2005 – **20 Marks**
- (v) Reservations and Concessions in Appointments – **15 Marks**

**SECTION OFFICER: DEPARTMENTAL PROMOTION EXAMINATION**

SCHEME OF EXAMINATION: The examination will consist of a **Written Examination**

(Maximum Marks 350)

Scheme of Written Examination: The Written Examination will consist of **Three Papers**, as follows:-

Paper	Subject	Maximum Marks	Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	120	2 hours	40 minutes
Paper-II	Statutory Rules	100	30		3 hours	1 hour
Paper-III	General Administration	150	45		3 hours	1 hour

* PWD candidates availing scribe/reader/lab assistant

Paper-I will consist of Objective Type questions only.

Paper-II & Paper-III will consist of Objective Type as well as Conventional Type questions.

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

Paper-II, Statutory Rules: Sikkim University Act & Statutes, Ordinances, Rules & Regulations

Paper-III, General Administration: Candidates are expected to have knowledge of the following rules:-

- (i) Fundamental and Supplementary Rules (General Rules) – **50 Marks**
- (ii) CCS (CCA) Rules – **20 Marks**
- (iii) General Financial Rules – **35 Marks**
- (iv) CCS (Pension) Rules – **20 Marks**
- (v) CCS Manual of Office Procedure – **15 Marks**
- (vi) The Right to Information Act, 2005 – **10 Marks**

**ASSISTANT: DEPARTMENTAL PROMOTION EXAMINATION**

SCHEME OF EXAMINATION: The examination will consist of a **Written Examination**

(Maximum Marks 350)

Scheme of Written Examination: The Written Examination will consist of **Three Papers**, as follows:-

Paper	Subject	Maximum Marks	Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	120	2 hours	40 minutes
Paper-II	Statutory Rules	100	30		3 hours	1 hour
Paper-III	General Administration	150	45		3 hours	1 hour

* PWD candidates availing scribe/reader/lab assistant

Paper-I will consist of Objective Type questions only.

Paper-II & Paper-III will consist of Objective as well as Conventional Type questions.

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

Paper-II, Statutory Rules: Sikkim University Act & Statutes, Ordinances.

Paper-III, General Administration: Candidates are expected to have knowledge of the following rules:-

- (i) CCS (Conduct) Rules – **15 Marks**
- (ii) CCS (Leave) Rules – **15 Marks**
- (iii) CS (Medical Attendance) Rules – **15 Marks**
- (iv) CCS (LTC) Rules – **10 Marks**
- (v) CCS (Joining Time) Rules – **10 Marks**
- (vi) CCS (T.A.) Rules – **10 Marks**
- (vii) CCS (Pension) Rules – **35 Marks**
- (viii) General Rules on Pay and Allowances – **40 Marks**

**UPPER DIVISION CLERK: DEPARTMENTAL PROMOTION EXAMINATION**

SCHEME OF EXAMINATION: The examination will consist of a **Written Examination (Maximum Marks 300)**.

Scheme of Written Examination: The Written Examination will consist of **Three Papers**, as follows:-

Paper	Subject	Maximum Marks	Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30	100	2 hours	40 minutes
Paper-II	Noting, Drafting & Office Procedure	100	30		3 hours	1 hour
Paper-III	General Administration	100	30		3 hours	1 hour

* PWD candidates availing scribe/reader/lab assistant

Paper-I will consist of Objective Type questions only.

Paper-II & Paper-III will consist of Objective as well as Conventional Type questions.

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

Paper-II, Noting, Drafting and Office Procedure: The paper on Noting, Drafting and Office Procedure will be designed to test the candidates' knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts.

Candidates are required to study the CSS Manual of Office Procedure.

Paper-III, General Administration: Candidates are expected to have knowledge of the following rules:-

- (i) CCS (Leave) Rules – **20 Marks**
- (ii) CCS (Conduct) Rules – **20 Marks**
- (iii) CS (Medical Attendance) Rules – **10 Marks**
- (iv) CCS (LTC) Rules – **20 Marks**
- (v) CCS (Pay) Rules – **30 Marks**