

**F.No.7-3/2020-TS.VII
Government of India
Ministry of Education
Department of Higher Education**

Shastri Bhawan, New Delhi
Dated: 12th October, 2020

To,

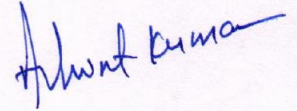
Prof. Debkumar Charkabarti,
Director-in-charge,
Central Institute of Technology (CIT),
Kokrajhar, Assam

Subject: Draft Recruitment Rules (RRs) for non-teaching staff of CIT, Kokrajhar

Sir,

I am directed to inform that the draft Recruitment Rules (RRs) for non-teaching staff of CIT, Kokrajhar have been examined in the Ministry and certain corrections have been carried, out as per UGC & relevant guidelines, with the approval of the competent authority. The draft recruitment rules are enclosed. The same are being placed on the website of the Ministry of Education. It is requested to also place the same on the website of the Institute for a period of one month for inviting comments. After expiry on one month the comments received, along with comments of the Institute, if any, may be forwarded to this Ministry by 15th November 2020 so that the recruitment rules could be finalized.

Yours faithfully,



Encl: As above

(Achint Kumar)
Under Secretary (TS.VII)
Tel: 011-23070425

Recruitment Rules for the Post of Registrar

1	Name of the Post	Registrar
2	No. of Post (s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	6 th CPC: PB-4 Rs.37400-67000, Grade Pay:Rs.10000/-Pay 7 th CPC: Pay Matrix level:14
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 55 years. 5 years tenure post on Deputation (including Short Term Contract) for a period of 5 years (extendable by 2 years) or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
7	Educational and other qualification required for direct recruits	Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with 3 years experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education or 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not applicable
9	Period of probation, if any.	NA
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	Direct recruitment, failing which on Deputation/ Transfer on Deputation/ on Contract basis for tenure of up to 5 (Extendable by 2 years) years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<u>Deputation/ Transfer on Deputation/ on Contract/ Tenure basis</u> Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Govt. Laboratory or PSU.

		<p><u>Essential:</u> Master's Degree in any discipline with at least 55% marks or its equivalent grade B in the UGC 7 point scale from a recognized Universities /institutes.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> i) Holding analogous post ii) With at least 15 years' experience as Assistant Professor in the AGP of Rs.7000/-(Level 11 of the 7th CPC) and above or with 8 years of service in the AGP of Rs.8000/-(Level-12 of the 7th CPC) and above including as Associate Professor along with 3 years' experience in educational administration or iii) Comparable experience in research establishment and/or other institutions of higher education or iv) 15 years of administrative experience of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs 8700/-, Level 13 of the 7th CPC) or equivalent. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Qualification in the area of Management/ Engineering / Law. ii) Experience in computerized administration/legal/financial/establishment matters.
12	If a DPC exists, what is the composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Recruitment Rules for the Post of Deputy Registrar

1	Name of the Post	Deputy Registrar
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	PB-3 Rs.15600-39100, Grade Pay: Rs.7600/- Pay Matrix level: 12 After 5 years of regular service Deputy registrar shall move to Level-13(GP of 8700/-) and re-designated as Joint Registrar. Up gradation to be assessed by the DPC as Constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not Applicable for DR Non- Selection for Promotion
6	Age limit for direct recruits	Not exceeding 50 years
7	Educational and other qualification required for direct recruits	<u>Essential:</u> Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade in the CGPA/Grade 'B' in the UGC 7 points scale from a recognized University/Institute. <u>Experience:</u> (i) At least 09 years' of experience as Assistant Professor in the AGP of Rs.6000/- (Level 10 of the 7 th CPC) or above with 3 years experience in educational administration. OR (ii) Comparable experience in research establishments and/ or other Institutions of higher education OR (iii) 05 years of administrative experience as Assistant Registrar or equivalent post in the GP of Rs.5400/- (level 10 of 7 th CPC) and above. <u>Desirable:</u> i) A degree in Law/ Management/ Engineering from a recognized University/ Institute. (ii) Experience of Computer applications/e-office system. (iii) Experience in establishment/academic/financial administration in academic or research organization.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Age Bar: Not Applicable Qualification: As per Row 7.
9	Period of probation, if any.	One Year (only for direct recruitment)
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the	75% by Direct Recruitment failing which by on Deputation/ Transfer on Deputation on contract basis. 25% by Promotion failing which by on Deputation/ Transfer on Deputation on contract basis.

	vacancies to be filled by various methods	
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<p>Promotion: Assistant Registrar with a regular service of at least 10 years out of which at least 05 years in Grade of Rs. 6000/- and working performance record (APAR).</p> <p><u>Deputation/ Transfer on Deputation/ on Contract/ Tenure basis</u> Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Universities/ University level Institution or PSU/ Industry:-</p> <p>a. i) Holding analogous post or</p> <p>ii) With at least 5 years' regular service in posts with GP of Rs.6600/- or equivalent; and having experience in administration, establishment and accounts matters.</p> <p>b. Possessing educational qualification and experience as prescribed in Col.7.</p>
12	If a DPC exists, what is the composition	As per CIT, Kokrajhar Rule
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Recruitment Rules for the Post of Assistant Registrar

1	1	Assistant Registrar
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	6 th CPC: PB-3: Rs.15600-39100 with Grade Pay: Rs.5400/- with Rationalised Entry Pay of Rs. 56100 in Level 10 as per 7 th CPC Pay Matrix Assistant Registrar shall be eligible for the higher level 11 after 8 years of service provided, as currently required, they have participated in two training programmes on education administration, each of approximately four weeks' duration and their Performance Appraisal Report are as per the benchmark scores/grades in UGC regulations/guidelines.
5	Whether selection post or non-selection post	Not Applicable for DR Non- Selection for Promotion
6	Age limit for direct recruits	35 years
7	Educational and other qualification required for direct recruits	Essential: A Master degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations. Experience: At least five years relevant administrative experience in supervisory capacity in a Govt. office/ University / technological institution or an organization of repute which may include activities related to examinations academics, establishment, general administration, R&D student affairs, accounts etc. in the Grade Pay/ Pay Matrix of Rs.4600 or Employees of the institute serving as Superintendent 8 years of experience in GP of Rs.4200/- equivalent. Proficiency in the use of variety of computer office applications M.S. Word, Excel, Power-Point or Equivalent. Desirable: (i) A degree in Law/ Management/ Engineering from a recognized University/ Institute. ii) Experience of computer applications/e-office system. iii) A Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Deputy Registrar (Accounts/ Audit).
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	No
9	Period of probation, if any.	One Year (only for direct recruitment)

10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by Promotion failing which by deputation
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<p><u>Promotion</u> Employees of the Institute serving as Section officer with 8 years' experience in G P of Rs.4600/-</p> <p><u>Deputation/ Transfer on Deputation/ on Contract/ Tenure basis</u> Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Universities/ University level Institution or PSU/ Industry:-</p> <p>a. i) Holding analogous post or</p> <p>ii) With at least 8 years' regular service in posts with GP of Rs.4600/- or equivalent; and having experience in administration, establishment and accounts matters.</p> <p>b. Possessing educational qualification and experience as prescribed in Col.7.</p>
12	If a DPC exists, what is the composition	As per CIT, Kokrajhar Rule
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Recruitment Rules for the Post of Section Officer

1	Name of the Post	Section Officer
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	6 th CPC: PB-2 Rs.9300-34800, Grade Pay: Rs.4600/- 7 th CPC: Pay Matrix level: 7 After 5 years of regular service, section officer shall move to Level-8 (GP of 4800) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Non Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualification required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Employees of the Institute holding the post of Superintendent/Junior Superintendents/ Accountants with at least 05 years regular service in the Pay Matrix level: 6 (Grade Pay of Rs.4200/-)
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Office Superintendent/ Junior Superintendent

1	Name of the Post	Office Superintendent/Junior Superintendent
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	6 th CPC: PB-2 Rs.9300-34800, Grade Pay: Rs.4200/- 7 th CPC: Pay Matrix level: 6 After 5 years of regular service, Office Superintendent/Junior Superintendent shall move to Level-7 (GP of 4600) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Non-Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualification required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	No
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	From existing employees of the Institute holding the post of Senior Assistants/ Junior Accountants of CIT Kokrajhar with 05 years regular service in the Pay Matrix 5/Grade Pay of Rs.2800/-
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Senior Assistant

1	Name of the Post	Senior Assistant
2	No. of Post(s)	As per sanctioned Strength
3	Classification	Group C
4	Scale of Pay	6 th CPC: PB-1 Rs.5200-20200, Grade Pay: Rs.2400/- 7 th CPC: Pay Matrix Level: 4 After 5 years of regular service, Senior Assistant shall move to Level-5 (GP of 2800/-) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not applicable for DR Non Selection for promotion
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: i) A Bachelor's Degree in any discipline from recognized university with 05 years' experience as Junior Assistant or equivalent in the Grade Pay/ Pay Matrix of Rs.2000/- in Central Govt./State Govt./ Autonomous Bodies/ Public Sector Undertakings OR Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w p m. and proficiency in Computer Word Processing and Spread Sheet. ii) Proficiency in use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. iii) Having typing speed of 40 w.p.m. in English or Hindi respectively on computer. iv) The requirement of typing in the Recruitment rules will not apply in the case of Persons with Disabilities who are certified as being unable to type by the CIT Kokrajhar Hospital/ Medical Board.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	No
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	i) 50% by Direct Recruitment ii) 50% by promotion From existing Junior Assistants/ Junior Accountants of CIT Kokrajhar with at least 05 years regular service in the Pay Matrix 3/Grade Pay of Rs.2000/-.

11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Not Applicable.
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Junior Assistant

1	Name of the Post	Junior Assistant
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	6 th CPC: PB-1 Rs.5200-20200, Grade Pay Rs.2000/- 7 th CPC: Pay Matrix level: 3 After 5 years of regular service, Junior Assistant shall move to Level-4 (GP of 2400) with same designation or designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not applicable for DR Non Selection for promotion
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: i) Senior Secondary (10+2) from a recognized board with a minimum typing speed of 35 w.p.m. and proficiency in computer Word processing and Spread Sheet. ii) Proficiency in use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. iii) Having typing speed of 40/ 35 w.p.m. in English or Hindi respectively on computer. Desirable: One year relevant experience. NOTE: The requirement of typing in the Recruitment rules will not apply in the case of Persons with Disabilities (PwD) who are certified as being unable to type by the CIT Kokrajhar Hospital/ Medical Board.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Age: No Qualification: Yes
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	i) 75% by Direct Recruitment ii) 25% by Promotion
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which	From existing Multi-tasking Staff employees of the Institute with 05 years regular service.

	promotion/ deputation/ transfer is to be made	
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Multi-Tasking Staff

1	Name of the Post	Multi- Tasking Staff
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	6 th CPC: PB-1 Rs.5200-20200, Grade Pay Rs.1800/- 7 th CPC: Pay Matrix level: 2 After 3 years of regular service, MTS shall move to Level-2 (GP of 1900) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: Matriculation or equivalent pass from a recognized Board/ institute. Desirable: (i) Experience in relevant field (ii) Knowledge of computers
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not applicable
9	Period of probation, if any.	One Year extendable by another year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Not applicable.
12	If a DPC exists, what is the composition	Not applicable.

Recruitment Rules for the Post of Senior Accountant

1	Name of the Post	Senior Accountant
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	6 th CPC: PB-2 Rs.9300-34800, Grade Pay Rs.4600/- 7 th CPC: Pay Matrix level:7 After 5 years of regular service, Senior Accountant shall move to Level-8 (GP of 4800) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Non Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualification required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	No
9	Period of probation, if any.	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by Deputation
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Promotion From existing Accountant/ Junior Accountants of CIT Kokrajhar with at least 05 years regular in the Pay Matrix 6 (Grade Pay of Rs.4200/-) Deputation Employees of the Central/State Government or similar organized services/semi-Government/PSU/ Statutory or Autonomous organization /University/ Institute of National Importance holding analogous posts on regular basis.
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Accountant

1	Name of the Post	Accountant
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	PB-2 Rs.9300-34800, Grade Pay Rs.4200/-, Pay Matrix level: 6 After 5 years of regular service, accountant shall move to Level-7 (GP of 4600) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not applicable for DR Non Selection for promotion
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: i) M.Com or equivalent qualification from a recognized university with 02 year experience as Junior Accountant or equivalent in the Grade Pay/ Pay Matrix of Rs.2800/- in the Central Govt./ State Govt./Autonomous Bodies/Public Sector Undertakings. OR B.Com. or equivalent qualification from recognized university with 05 years' experience as Junior Accountant or equivalent in the Grade Pay/ Pay Matrix of Rs.2800/- in Central Govt. / State Govt. / Autonomous Bodies/ Public Sector Undertakings. ii) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS. iii) Proficiency in typing in English/ Hindi on computer, and also in the use of a variety of computer office applications, M.S. Word, Excel, Power-Point or equivalent is a must. Desirable: i) Higher Degree/ P.G. Diploma in relevant discipline like HR, Labour Laws, and Financial Management etc. from recognized institute. ii) ICWA/ CFA (Intermediate) or CA Intermediate.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	No
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer, grades and percentage of the vacancies to be filled by various methods.	i) 75% by Direct Recruitment ii) 25% by Promotion
11	In case of recruitment by	From Junior Accountants of CIT Kokrajhar with at least

	promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	5 years regular service in the Pay Matrix 5 or Grade Pay of Rs. 2800/-.
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Junior Accountant

1	Name of the Post	Junior Accountant
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	6 th CPC: PB-1 Rs.5200-20200, Grade Pay Rs.2800/- 7 th CPC: Pay Matrix level: 5 After 5 years of regular service, Junior Accountant shall move to Level-6 (GP of 4200) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: i) M. Com. or equivalent qualification from a recognized university degree with 01 year experience as Junior Assistant or equivalent in the Grade Pay/ Pay Matrix of Rs.2400/- in the Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings. OR B.Com. or equivalent qualification from recognized university with 03 years' experience as Junior Assistant or equivalent in the Grade Pay/ Pay Matrix of Rs.2400/- in Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings. ii) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Age- No Qualification- yes Col No.7
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment failing which by Deputation/Short term contract
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<u>Deputation</u> Employees of the Central/State Government or similar organized services/semi-Government/PSU/ Statutory or Autonomous organization /University/ Institute of National Importance holding analogous posts on regular basis.
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Store Keeper

1	Name of the Post	Store Keeper
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	6 th CPC: PB-1 Rs.5200-20200, Grade Pay Rs.2800/- 7 th CPC: Pay Matrix level: 5 After 5 years of regular service, Store Keeper shall move to Level-6 (GP of 4200) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Non Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualification required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Deputation/ Short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Promotion From existing Senior Assistants of CIT Kokrajhar with at least 05 years regular service in the Grade Pay/ Pay Matrix of Rs.2400/-. Deputation Employees of the Central/State Government or similar organized services/semi-Government/PSU/ Statutory or Autonomous organization /University/ Institute of National Importance holding analogous posts on regular basis.
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Workshop Superintendent

1	Name of the Post	Workshop Superintendent
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	6 th CPC: PB-3 Rs.15600-39100, Grade Pay Rs.5400/- 7 th CPC: Pay Matrix level: 10 After 5 years of service as Workshop Superintendent with GP of Rs.5400 an incumbent will be moving to Pay Matrix level: 11 with the same designation. Up Gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualification required for direct recruits	Essential: BE/B.Tech in Mechanical Engineering with first class or equivalent with minimum 3 years' experience in an Industry/ Technical Institution/ at the level of Assistant Workshop superintendent / Senior Technician working at Grade Pay of Rs.4600/- or 8 years' experience in grade pay of Rs.4200/ Desirable Experience in Engineering/ Technical Institute of National Importance like IIT/NITs/CFTIs and similar Govt Institutions
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Not applicable
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Junior Technical Superintendent

1	Name of the Post	Junior Technical Superintendent
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	PB-2 Rs.9300-34800, Grade Pay Rs.4200/-, Pay Matrix level: 6 After 5 years of regular service JTS shall move to Level -7 (GP-4600/-) with same designation. Up Gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not applicable for DR Non Selection for promotion
6	Age limit for direct recruits	30 years
7	Educational and other qualification required for direct recruits	Essential: A Masters Degree in Engineering/ Science/ Computer Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with one year relevant experience. OR A Bachelors Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year relevant experience. OR Three years Diploma in Engineering/ Applied Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience. NOTE: Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Age –No Qualification- Yes Col.No.7
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	i) 90% by Direct Recruitment ii) 10% by Promotion
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/	Promotion From existing Lab. Assistants of CIT Kokrajhar with at least 05 years regular service in the Pay Matrix Level 5/Grade Pay of Rs.2800/-.

	transfer is to be made	
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Lab Assistant

1	Name of the Post	Lab Assistant
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	6 th CPC: PB-1 Rs.5200-20200, Grade Pay Rs.2800/- 7 th CPC: Pay Matrix level: 5 After 5 years of regular service, Lab Assistant shall move to Level-6 (GP of 4200) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: A Bachelors Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year relevant experience. OR Three years Diploma in Engineering/ Applied Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience. NOTE: Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC exists, what is the composition	Not Applicable

Recruitment Rules for the Post of Medical Officer

1	Name of the Post	Medical Officer
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	PB-3 Rs.15600-39100, Grade Pay Rs.5400/-, Pay Matrix level: 10. After 6 years of service as Medical Officer with GP of Rs.5400 an incumbent will be moving to the GP of Rs.6600/- (Pay Matrix level: 11) with the same designation
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualification required for direct recruits	Essential: M.D. or M.S. in an appropriate branch of Medicine. OR Postgraduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital. OR MBBS Degree or equivalent qualification included in any one of the: Schedules to the Indian Medical Council Act, '1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. Desirable: i) The above qualifications Diploma/ MD/ MS preferably in medicine, chest diseases, paediatrics, Obstetrics and Gynaecology & family medicine. ii) The work experience should be in a medical college or large Govt./ private Hospital.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	i) 100% by Direct Recruitment failing which by on Deputation/short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Deputation: Medical officers of the Central/State Government or similar organized services/semi-Government/PSU/ Statutory or Autonomous organization /University/ Institute of National Importance holding analogous

		posts on regular basis and possessing educational qualifications prescribed in above in row 7.
12	If a DPC exists, what is the composition	Not applicable

Recruitment Rules for the Post of Staff Nurse

1	Name of the Post	Staff Nurse
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	6 th CPC: PB-2 Rs.9300-34800, Grade Pay Rs.4200/- 7 th CPC: Pay Matrix level: 6 After 5 years of regular service, nurse shall move to Level-7 with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Preferably below 30 years
7	Educational and other qualification required for direct recruits	Essential: i) Intermediate (10+2 with Science) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery with at least 55% marks from a recognized Board/ Institute. ii) Registered as A-grade Nurse with Nursing Council. iii) At least 03 years of relevant experience in a hospital. Desirable: B.Sc. (Nursing) from a recognized University/ Institute with one year of relevant experience.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment failing which by Deputation/ short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<u>Deputation</u> Employees of the Central/State Government or similar organized services/semi-Government/PSU/ Statutory or Autonomous organization /University/ Institute of National Importance holding analogous posts on regular basis and possessing educational qualifications prescribed in above in row 7.
12	If a DPC exists, what is the composition	Not Applicable

Recruitment Rules for the Post of Pharmacist

1	Name of the Post	Pharmacist
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	6 th CPC: PB-1 Rs.5200-20200, Grade Pay Rs.2800/-, 7 th CPC: Pay Matrix level: 5. After 5 years of regular service, Pharmacist shall move to Level-6 (GP of 4200) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: i) Degree in Pharmacy (B. Pharma) from a recognized University/ Institute with at least 55% marks plus 02 years of relevant experience. OR Three years Diploma (after 10+2) in Pharmacy from a recognized University/ Institute with at least 55% marks plus 03 years of relevant experience. ii) Should be registered as a 'Pharmacist' under the Pharmacy Act, 1948. Desirable: Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Direct recruitment
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC exists, what is the composition	Not Applicable

Recruitment Rules for the Post of Executive Engineer

1	Name of the Post	Executive Engineer
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	6 th CPC: PB-3 Rs.15600-39100, Grade Pay Rs. 6600/- 7 th CPC: Pay Matrix level: 11. After 6 years of regular service, Executive Engineer shall move to Level-12 (GP of 7600) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 40 years
7	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>i) A Masters Degree or equivalent in Engineering (Electrical/ Civil Engineering) from a recognized university/ Institute with at least 55% marks in the qualifying degree.</p> <p>ii) At least 05 years relevant experience at the level of Assistant Engineer/ Executive Engineer in the PB-3 and Grade Pay/ Pay Matrix of Rs.5400/- from CPWD/ PWD or similar organized services/ semi govt./ PSU/ Statutory or autonomous organization/ universities/ reputed institutes/ organizations under central/ state govt.</p> <p>OR</p> <p>i) Bachelor's degree or equivalent in the Engineering (Electrical/ Civil Engineering) from a recognized University/ Institute with at least 55% marks in the qualifying degree.</p> <p>ii) At least 7 years experience in relevant field at the level of Assistant Executive Engineer in PB-3 and Grade Pay/ Pay Matrix of Rs.5400/- from CPWD/ PWD or similar organized services/ semi govt./ PSU/ Statutory or autonomous organization/ universities/ reputed institutes/ organizations under central/ state govt.</p> <p>iii) Experience in handling construction and construction management related software, like computer-aided Design (CAD) etc.</p> <p><u>Desirable:</u></p> <p>i) Proven track record of handling projects/ works in reputed organization of relevant magnitude and qualities.</p> <p>ii) Experience or working with High Tension lines, electrical maintenance, planning and execution of electrical works or civil engineering, designing and estimation, construction management etc. as relevant to</p>

		the profession. iii) Proficiency in the use of variety of computer office application, MS Word, Excel, Power Point etc. or equivalent is a must.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Age-No Qualification- yes Col. No7.
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Direct recruitment failing which by Deputation/ short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	By Deputation/ on contract basis: i) A person holding analogous post, or having at least 05 years relevant experience in PB-3, Rs.15600-39100, Grade Pay/ Pay Matrix of Rs.5400/- at the level of Assistant Executive Engineer. ii) Possessing educational qualification and experience as prescribed in Col.7. NB-1: The eligibility or otherwise of internal candidates to be examined & recommended by the Dept./ Centre concerned or Scrutiny/ Shortlisting Committee to be constituted for the purpose. NB-2: After 5 years of service with Grade Pay of Rs.6600/- an incumbent will automatically move to the higher Grade Pay Rs.7600/-
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Assistant Engineer

1	Name of the Post	Assistant Engineer
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	6 th CPC PB-3 Rs.15600-39100, Grade Pay-5400 7 th CPC Pay Matrix Level-10 After 5 years of service as Assistant Engineer with GP of Rs.5400 an incumbent will be moving to the GP of Rs.6600/- (Pay Matrix level: 11) with the same designation. Up Gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not applicable for DR Non Selection for promotion
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualification required for direct recruits	Essential: i) Bachelor's degree or equivalent in the Engineering (Electrical/ Civil Engineering) from a recognized University/ Institute with at least 55% marks in the qualifying degree plus 03 years relevant experience in the Grade Pay/ Pay Matrix of Rs.4600/- OR Three years Diploma in Engineering (Electrical/ Civil Engineering) from a recognized university/ Institute with at least 55% marks in the qualifying degree plus 08 years relevant experience, out of which, at least 05 years should be in the Grade Pay/ Pay Matrix Rs.4600/- ii) Experience in handling construction and construction management related software, like computer-aided Design (CAD) etc. <u>Desirable:</u> i) Experience in handling large construction projects. ii) Proficiency in the use of variety of computer office application, MS Word, Excel, Power Point etc. or equivalent is a must.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	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/ transfer, grades and percentage of the vacancies to be filled by various methods.	i) 50% by Direct recruitment ii) 50% by Promotion
11	In case of recruitment by promotion/ by deputation/	Employees of the Institute with at least 06 year regular service as Junior Engineers in Level 7

	transfer/ grades from which promotion/ deputation/ transfer is to be made	
12	If a DPC exists, what is the composition	As per CIT Kokrajhar Rules.

Recruitment Rules for the Post of Junior Engineer (Civil/Electrical)

1	Name of the Post	Junior Engineer (Civil/Electrical)
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	6 th CPC: PB-2 Rs.9300-34800, Grade Pay-4200 7 th CPC: Pay Matrix Level-6. Up gradation to be assessed by the DPC as constituted by the institute for the purpose. After 5 years of regular service, Junior Engineer shall move to Level-7 (GP of 4600) with same designation
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: i) Bachelor's degree or equivalent in the Engineering (Electrical/ Civil Engineering) from a recognized University/ Institute with at least 55% marks in the qualifying degree plus 02 years relevant experience. OR 03 years Diploma in Engineering (Electrical/ Civil Engineering) from a recognized university/ Institute with at least 55% marks in the qualifying degree plus 05 years relevant experience. ii) Proficiency in the use of variety of computer office application, MS Word, Excel, Power Point etc. or equivalent is a must. <u>Desirable:</u> i) Experience in handling large construction projects.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	One year and extendable by another 1 year for direct recruitment
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by Direct recruitment failing which by Deputation/ short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<u>Deputation/Contract Basis</u> Officers Holding analogous posts in Library of Central/State Governments/Universities/University Level Institution or Institute of National Importance or Public Sector Undertaking (PSU)
12	If a DPC exists, what is the composition	Not Applicable

Recruitment Rules for the Post of Assistant Librarian

1	Name of the Post	Assistant Librarian
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	6 th CPC: PB-3 Rs.15600-39100, Grade Pay-6000/- 7 th CPC: Pay Matrix Level-10 (As per AICTE/UGC norms)
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 40 years
7	Educational and other qualification required for direct recruits	<p>Essential: A Master's degree in Library Science/ Information Science/ Documentation Science with at least 55% of the marks or equivalent Grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>Qualifying in the National Level Test such as NET/SLET/SET conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>Minimum 03 years of relevant experience of working in Institute/ University of State/ Centre Govt. organization.</p> <p>NB: Educational qualification and experience will be as per UGC guidelines as amended from time to time.</p> <p>Desirable: Knowledge of computer/ computerized library service PG Diploma in Library Automation and Networking or PGDCA or equivalent. Candidate with higher degree (PhD or equivalent) in a relevant Discipline shall be preferred.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	One year and extendable by another 1 year for direct recruitment
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100% by direct recruitment failing which by Deputation/ Transfer on Deputation/ short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from	Deputation/ on contract basis: Officers from the Library of Central/ State Governments or Institutes of national importance or Universities / Deemed

	which promotion/ deputation/ transfer is to be made	University level Institution or PSU/ Industry: i) Holding analogous post or with at least 5 years' service in posts carrying Grade Pay/ Pay Matrix of Rs.5400/- or its equivalent and having experience in administration, establishment and accounts matters of the Library. ii) Possessing educational qualification and experience as prescribed in Col.7.
12	If a DPC exists, what is the composition	Not Applicable.

Recruitment Rules for the Post of Assistant Librarian

1	Name of the Post	Assistant Librarian
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	6 th CPC: PB-2 Rs.9300-34800, Grade Pay-4200/- 7 th CPC: Pay Matrix Level: 6 After 5 years of regular service Assistant Librarian shall move to Level -7 (GP-4600/-) with same designation. Up Gradation to be assessed by the DPC as constituted by the institute for the purpose.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualification required for direct recruits	Essential: Any graduate from recognized university having Diploma in Library Science/ Information Science/ Documentation Science with at least Minimum 05 years of relevant experience of working in G.P Rs.2000 and above Institute/ University of State/ Centre Govt. organization or Institutes of national importance / Deemed University level Institution or PSU/ Industry:
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100 % by Direct recruitment, failing which by Deputation/ Transfer on Deputation/ short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	Deputation/Contract Basis Officers Holding analogous posts in Library of Central/State Governments/Universities/University Level Institution or Institute of National Importance or Public Sector Undertaking (PSU)
12	If a DPC exists, what is the composition	As per CIT Rule

Recruitment Rules for the Post of Security Officer

1	Name of the Post	Security Officer
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	6 th CPC: PB-2 Rs.9300-34800, Grade Pay-4600/- 7 th CPC: Pay Matrix Level-7 Up Gradation to be assessed by the DPC as constituted by the institute for the purpose. After 5 years of regular service Security Officer shall move to Level -8 (GP-4800/-) with same designation.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not more than 30 years
7	Educational and other qualification required for direct recruits	Essential: i. Graduate in any discipline from a recognized University/ Institute and 05 years relevant experience. ii. Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid. iii. Be able to ride light vehicle/ motor cycle and handle fire arms + having sound health and active habits, conducting enquiries & investigation and managing contacts.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not Applicable
9	Period of probation, if any.	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods.	100 % by Direct recruitment failing which by Deputation/ short term contract.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<u>Deputation/Contract Basis</u> Officers holding analogous posts in Central/State Governments/Universities/University Level Institution or Institute of National Importance or Public Sector Undertaking (PSU)
12	If a DPC exists, what is the composition	Not Applicable