

N. Anjendra Singh

GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE
DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION
CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL : MANIPUR

O. R. D. I. N. A. N. C. E
Imphal, 22nd March, 1995

No. 2 of 1995

No. VC/CAU/14(ESTABLISH)/94 : Whereas the sanction of the Central Agricultural University Scheme under the VIIIth Five-Year Plan, as communicated by the Joint Secretary, Department of Agricultural Research and Education and Secretary, Indian Council of Agricultural Research, vide letter number 1(2) 92-Plan(Part-III), dated the 13th October, 1993, provides for the establishment of the Central Agricultural University with headquarters at Imphal and seven constituent College spread over six states-College of Agriculture (Manipur), College of Veterinary Sciences(Mizoram), College of Horticulture and Forestry (Arunachal Pradesh), College of Fisheries (Tripura), College of Agricultural Engineering and Post-Harvest Technology (Sikkim), College of Home Science and College of Post-Graduate Studies (Meghalaya).

Whereas the aforesaid sanction also provides for creation and the filling up of both academic and non-academic/supporting staff as provided therein to run the university and its constituent colleges with the necessary modification(s), if any, considered necessary by the Central Agricultural University.

And whereas the Government of India in the Department of Agricultural Research and Education/Indian Council of Agricultural Research has approved to make an Ordinance regarding the appointments and emoluments of employees other than those for whom

provision has been made in the Statutes of the Central Agricultural University, Imphal vide letter No.42-1/94-Edn.IV, dated 14th March 1995.

Now, therefore, in exercise of the powers conferred by Sub-section (2) read with clause (j) of Sub-section (1) of Section 27 of the Central Agricultural University Act, 1992 (No. 40 of 1992) and with previous approval of the Central Government, as aforesaid, I, the Vice-Chancellor of the Central Agricultural University, Imphal, do hereby make this first Ordinance and notify that the various non-teaching positions of the University as contained in Appendix-I shall carry the pay scales and be filled up following the guidelines contained in Appendix-II of this ordinance and the procedures as laid down hereunder.

1. The different sanctioned non-teaching position of the University with the scale of pay shall be one as contained in Appendix-I of this Ordinance. The Vice-Chancellor, however, shall have the authority to transfer one or more position(s) with or without the person occupying the said position(s), from one unit/ constituent college to another in the interest of the University work.

2. The different non-teaching position of the University shall stand grouped and categorised as follows :

Sl.No.	Group	Category	Pay Scale
1.	Group 'A'	AA Post(s) in the pay scale	Rs. . 4500-7300/-
		AB -do-	Rs. 4500-5700/-
		AC -do-	Rs. 3700-5700/-
		AD -do-	Rs. 3000-4500/-
		AE -do-	Rs. 2200-4000/-
2.	Group 'B'	BA Post(s) in the pay scale	Rs. 2000-3500/-
		BB -do-	Rs. 1640-2900/-
3.	Group 'C'	CA Posts(s) in the pay scale	Rs. 1400-2300/-
		CB -do-	Rs. 1200-2040/-
		CC -do-	Rs. 950-1400/-
4.	Group 'D'	DA Post(s) in the pay scale	Rs. 750-950/-

3. All posts carrying same designation(s) in all Offices and Colleges under the University shall be in one cadre and personnel appointed on a position in a particular cadre could be transferred from one unit/campus to another by the University authority.

4. All posts carrying pay scale of Rs.2200-4000/- and above, the appointing authority shall be the Vice-Chancellor with the approval of the Board of Management of the University and for post carrying grade lower than Rs.2200-4000/- the Vice-Chancellor shall be the approving and the appointing authority.

5. All posts in the Central Agricultural University shall be filled by direct recruitment through open advertisement, except when there is a provision for filling them by promotion from amongst the employees working in the Central Agricultural University on an immediately lower position as mentioned in the recruitment guidelines as contained in Appendix-II and there shall be a Selection Committee consisting of the members, as stated immediately here under, for making recommendation to the respective authority for appointment to the post(s) to be filled up..

Sl.No.	Group of posts	Selection Committee
1.	Group 'A'	
	1) Vice-Chancellor	- Chairman
	2) One Director and one Dean (to be nominated by V.C.)	- Member
	3) Two experts not in the service of the Central Agricultural University from the panel of four names approved by the Board of Management. At least one of them must be present	- Member
	4) Registrar	- Member Secretary

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| 2. Group 'B' and 'C' | 1) One Director (to be nominated by the Vice-Chancellor) | - Chairman |
| | 2) One Dean to be nominated by the Vice-Chancellor | - Member |
| | 3) Registrar | - Member Secretary |
| | 4) One expert depending upon the nature of the posts to be nominated by the Vice-Chancellor | - Member |
| 3. Group 'D' | 1) Director/Dean to be nominated by Vice-Chancellor | - Chairman |
| | 2) Registrar or his nominee | - Member |
| | 3) One Officer from outside University to be nominated by the Vice-Chancellor. | - Member |

Notwithstanding anything contained in the provisions made above, the Vice-Chancellor may nominate an officer of the University to preside over the meetings of the Selection Committee in respect of Group 'A' posts. Also if the posts of Directors are vacant or for some reason he is not in a position to preside over the meetings of the Selection Committee in respect of Group 'B' positions the Vice-Chancellor shall normally preside over the meetings(s). For similar reason the meetings of the Selection Committee in respect of the Group 'C' positions shall be presided by one of the Deans to nominated by the Vice-Chancellor.

6. The under-mentioned procedures shall be followed by the Selection Committee(s) while evaluating the candidates called for interview and for making recommendation(s) :

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- i. Each Selection Committee shall decide its own methods(s) and procedure(s) for assessment of the suitability and making recommendation of the candidates on the basis of the guidelines, if any, issued by the University and the qualifications and other eligibility criteria as contained in Appendix-II of this Ordinance.
 - ii. Of the total posts to be filled by direct recruitment in a particular cadre (Post wise) in a single calendar year 22.5 per cent shall be reserved for the scheduled caste and scheduled tribe candidates possessing the prescribed qualification(s) and experience and 27 per cent shall be reserved for other Backward Classes (OBCs) as per the Govt. of India guidelines.
 - iii) In case of promotion, where test or personal interview is not considered necessary, panel may be drawn up by the Selection Committee on the basis of assessment of the records of works and of conduct of the employment(s) concerned.
 - iv) If the service of employees working in the service of Central/ State Government or Public Sector Undertaking, statutory bodies including ICAR and agricultural universities, etc. are taken on deputation, their services shall be governed by the standard terms and conditions of deputation as applicable in the Govt. of India.
7. Procedure for Temporary Appointment :
- Temporary appointment(s) and appointment(s) for a fixed period shall be made by the concerned authority in the manner prescribed below :
- (a) If the temporary vacancy is for a duration longer than one year, it shall be filled on the recommendation of the Selection Committee in accordance with the procedure indicated in the foregoing clauses of this Ordinance.

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill a vacancy immediately, the

appointment(s) may be made on adhoc basis for a period not exceeding five months in respect of Group 'C' and 'D' posts only on the recommendation of a local Selection Committee consisting of Director/Dean, Registrar or his nominee and one nominee of the Vice-Chancellor. No extension in service beyond five months shall be granted to the employee(s) appointed by this procedure.

(b) No employee appointed purely on temporary basis shall be continued in service beyond five months period unless he is recommended for appointment on the said post or any position by the appropriate Selection Committee.

8. Emoluments of the employees and terms and conditions of service :

Employees of the Central Agricultural University will be entitled to the pay scales and other allowances prescribed by the University from time to time and they will be governed by the Service Rules of the University.

9. Age of Retirement

Every non-teaching and supporting employee of the University shall retire on the last day of the month in which he/she shall be attaining the age of 58(fifty-eight) years.

10. Probation :

All newly appointed/promoted personnel initially shall be on probation for a period of two years. If the performance of any probationer is not found satisfactory the appointing authority by specific order may extend the period of probation or his/her service may be dispensed with or he/she may be reverted to his/her previous position.

11. Age limits for Direct Recruitment

The minimum age limit for appointment to any position in the University shall be 18(eighteen) years and the maximum age

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(7)

limit 35(thirty five) years. The maximum age limit shall, however, be relaxable for SC/ST candidates as per the Central Government rules and for those already in Government/Semi-Government/ICAR/University Service.

12. Every duly appointed regular employees of the Manipur Agricultural College, Imphal who has been in employment in the College before the date of take over of the College by the Central Agricultural University (22.11.93) and has become the employee of the University from the said date shall hold office with service protection under the University with such rights and privileges as contributory provident fund, gratuity, leave, medical benefits etc. as admissible to him/her immediately before the take over of the said college by the Central Agricultural University. The employee shall also continue to be in the service of the Central Agricultural University with their old designations with grades/pay scales enjoyed by them immediately before the take over of the college. If their grades of pay immediately before the take over of the college are different from the one(s) provided under this Ordinance, they shall continue to work in their respective grades as "Personel Grades" till they, on the basis of direct recruitment/promotion, happen to occupy a different position. In the latter case, the designation privileges and terms and conditions of service shall be same as prescribed for the employees of the Central Agricultural University.

13. In all matters, not provided in the ordinance, till the framing of the detailed service conditions for the employee of the Central Agricultural University, the conditions of the service of the employees of the University shall temporarily be governed by the rules applicable to the employees of the ICAR working in the North-Eastern Region. After enforcement of the new service rules of the Central Agricultural University, the service conditions of the employees of the Central Agricultural University shall be governed by the new rules automatically.

14. The provision(s) of this Ordinance shall come into effect from the date of its publication in the official Gazette.

(M.P. Singh)
Vice - Chancellor,
Central Agricultural University,
Imphal.

Copy for information and necessary action to :-

1. The Jt. Secretary(DARE), Govt. of India and Secretary ICAR, Krishi Bhavan, New Delhi - 1.
2. The Dy. Director General(Edn.), ICAR, Krishi Anusandhan Bhavan, Pusa, New Delhi - 12.
3. The Secretary, North-Eastern Council, Shillong (Meghalaya).
4. The Accountant General, Manipur, Imphal(Manipur).
5. The Chief Secretary to the Governments of Arunachal Pradesh, Manipur/Meghalaya/Mizoram/Sikkim/Tripura.
6. The Registrar, Central Agricultural University, Imphal, Manipur.
7. The Comptroller, Central Agricultural University, Imphal, Manipur.
8. All Director of the Central Agricultural University, Imphal (Manipur)..
9. All Deans of the Central Agricultural University, Imphal (Manipur)..

N. Brajendra Singh

(M.P. Singh)
Vice - Chancellor,
Central Agricultural University,
Imphal:

N. Arjun Kumar Singh

Statement showing Non-teaching/non-scientific posts of the Central Agricultural University, Imphal (Manipur)

Name of Post	Scale of pay	VC's Office	Registrar	Comptroller	Director Instruction	Director Research	Director Extension	Estate Officer	College of Horticulture	College of Fisheries	College of Veterinary Science	College of Agriculture	Total	Remarks
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Registrar	4500-7300	-	-	-	-	-	-	-	-	-	-	-	1	
Comptroller	4500-5700	-	-	1	-	-	-	-	-	-	-	-	1	
Estate Officer	- do -	-	-	-	-	-	-	1	-	-	-	-	1	
Asstt. Registrar	3700-5700	-	2	-	-	-	-	-	-	-	-	-	2	
Secretary to V.C.	3000-4500	1	-	-	-	-	-	-	-	-	-	-	1	
Dy. Comptroller	- do -	-	-	1	-	-	-	-	-	-	-	-	1	
Executive Engineer	- do -	-	-	-	-	-	-	-	-	-	-	-	1	
Architect	- do -	-	-	-	-	-	-	1	-	-	-	-	1	
Asstt. Registrar (Acad)	2200-4000	-	2	-	-	-	-	-	2	2	2	2	16	
Asstt. Registrar (Estt)	- do -	-	-	-	-	-	-	-	-	-	-	-	9	
Asstt. Comptroller	- do -	-	-	2	-	-	-	3	1	1	1	1	10	
Asstt. Engineer/Asstt.	- do -	-	-	-	-	-	-	-	-	-	-	-	2	
Estate Officer	- do -	-	-	-	-	-	2	-	-	-	-	-	2	
Editors	- do -	-	-	-	-	-	-	-	-	-	-	-	2	
Asstt. Architect	- do -	-	-	-	-	-	-	-	-	-	-	-	2	
Security Officer	- do -	-	-	-	-	-	-	-	1	1	1	1	7	
Students Welfare Officer	- do -	-	-	-	-	-	-	-	1	1	1	1	7	
Medical Officer	- do -	-	-	-	-	-	-	-	1	1	1	1	7	
Librarian	- do -	-	-	-	-	-	-	-	1	1	1	1	7	
Sr. Computer Operator	- do -	-	-	1	-	-	-	-	-	-	-	-	1	
Programmer	- do -	-	-	-	-	-	-	-	-	-	-	-	1	

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Group 'B'

Appendix

	YC	Comp	Eng	Dir	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256	1257	1258	1259	1260	1261	1262	1263	1264	1265	1266	1267	1268	1269	1270	1271	1272	1273	1274	1275	1276	1277	1278	1279	1280	1281	1282	1283	1284	1285	1286	1287	1288	1289	1290	1291	1292	1293	1294	1295	1296	1297	1298	1299	1300	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316	1317	1318	1319	1320	1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	1332	1333	1334	1335	1336	1337	1338	1339	1340	1341	1342	1343	1344	1345	1346	1347	1348	1349	1350	1351	1352	1353	1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	1365	1366	1367	1368	1369	1370	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GROUP - 'D'

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AA Handyman-cum-cleaner	-	-	750-940	-	-	-	-	-	-	-	3	3	3	3	3	3	3	3	21
AB Field-cum-Lab. / Attendant/Lib. / Attendant/Messenger / orderly/Peon/Helper/Cook.	4	4	-do-	4	2	2	2	1	2	4	32	39	21	32	17	15	27	220	
Sweeper/Mali/Animal or Farm Attendant/Attendant/Attendant/Chowkidar	4	4	-do-	4	2	2	2	2	2	15	12	12	12	12	12	12	12	12	220

8	4	4	4	3	4	4	19	47	54	36	47	32	51	42	354
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N. Prayendra Singh

APPENDIX - II

Guide for recruitment to the various Non-teaching positions of the Central Agricultural University, Imphal, Manipur.

Group	Cate- gory	Cadre/ post code	Desig- nation of the post	Pay-scale	Qualification for direct recruitment	Method of recruitment
2	3	4	5	6	7	
AA	ABA	ABA	Registrar	4500-7300		
AB	ABA	ABA	Comptroller	4500-5700		
AB	ABB	ABB	Estate Officer	4500-5700	Essential :	(a) 100% by promotion from amongst Executive Engineering who have got the prescribed educational qualification and also have rendered at least 15 yrs. regular satisfactory service as Executive Engineer IN CAU
					(i) Bachelor's degree in Civil Engineering	(b) Failing (a) above by deputation/transfer from Central/State Govt./Universities/Semi-Govt. undertakings
					(ii) 10 yrs. experience in the rank of Executive Engineer or equivalent in concerned organisation of repute	(c) Failing (a) & (b) above by direct recruitment
					Desirable : Master's degree in Civil Engineering	By transfer of an Assoc. Prof. working in CAU
AC	ACA	ACA	Deputy Registrar (Academic)	3700-5700	Essential :	By direct recruitment/Deputation from ICAR/Agricultural Universities
					(i) A Doctorate degree in any Branch of Agricultural Sciences	
					(ii) Minimum 5 yrs. experience of working as Asstt. Registrar (Academic), Asstt. Prof. or equivalent academic position	
					(iii) Desirable :	
					(i) Experience of working in an Agricultural University.	

N. Begimda Singh

1	2	3	4	6	7
A	AC	ACB	Deputy Registrar (Establishment)	3700-5700	Essential : (i) A post-graduate degree with at least 55% marks of its equivalent from a recognised university (ii) 7 yrs. experience as Dy.. Controller or 10 yrs. experience as Asstt. Registrar(Estbd) or equivalent in an Agril. University/ICAR.
					(a) 100% by promotion from amongst Asstt. Registrars with minimum 16 yrs. of satisfactory service in CAU on that position (b) Failing (a) above by Deputation/transfer from Central/State Govts/ICAR/Agril. Universities/Govt. undertakings. (c) Failing (a)&(b) above by direct recruitment.
A	AD	ADA	Secretary to Vice-Chancellor	3000-4500	To be filled on tenural basis only for 3 years renewable by another term on the discretion of the Vice-Chancellor (a) By deputation from Central State Govts/ICAR/Agril.Universities/Govt.undertakings. The concerned officer should have put in a minimum 5 yrs.service in the grade of 2200-4000/2000-3500 on an equivalent administrative position (b) By temporary transfer/from within the university.

N. Arjunika Singh

N. Bayindza Sirsh

1	2	3	4	5	6	7
A	AD	ADD	Architect	3000-4500	Essential :	
					(i) B.Arch. degree from a recognised institution/university	(a) By promotion of Asstt. Architect who has put in at least 10 yrs. regular satisfactory service in CAU.
					(ii) 5 yrs. experience of working as Asstt. Architect in the grade of 2200-4000	(b) Failing (a) above by deputation from Central/State Govt./ICAR/Agril. Universities/Govt. undertakings
					Desirable :	(c) Failing (a) & (b) above by direct recruitment
					Experience of designing university/scientific lab. building of repute	
A	AE	AEA	Assistant Registrar (Academic)	2200-4000	Essential :	
					(i) A post-graduate degree with at least 55% marks of its equivalent from a recognised university	(a) 100% by promotion from amongst Head Asstt. or equivalent possessing requisite educational qualification and have also rendered a minimum 10 years. Satisfactory service in CAU. as Head Assistant/Computer operator.
					(ii) 8 yrs. experience of service in Academic/administration in an university in the grade of 1640-2900 or equivalent	(b) Failing (a) above by direct recruitment
						(c) Failing (a) & (b) above by transfer of an Asstt. Professor already in service in the CAU.

N. Bagaria Singh

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A	AE	AEB	Asstt. Registrar (Estbd)	2200-4000		
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Essential :

- (i) A post-graduate degree with 6 yrs. experience of service under Govt/Semi-Govt. organisation/Agril. University in the grade not below Rs.1640-2900

- (a) 100% by promotion from amongst the Head Asstt. or equivalent and/or persons holding higher grade & performing duties of administrative /Estt. and have rendered 10 yrs. satisfactory service in CAU in Rs.1640-2900

- (b) Failing (a) above by direct recruitment

- (c) Failing (a) & (b) above by transfer of an Asstt. Professor already in service in the CAU

A	AE	AEC	Asstt. Comptroller	2200-4000		
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Essential :

- (i) Graduate in Commercial/Economics
(ii) 8 yrs. experience of working under Govt/Semi-Govt. Organisation/Agril. University in relevant area in the grade of 1640-2900/-

- 100% by promotion from amongst Head Assistance (Accounts) Accountant/Computer operator or equivalent in account section who have the requisite educational qualification and have also rendered 13 yrs. of satisfactory service in the CAU on the aforesaid position

- (iii) Passed subordinate Accounts service Exam. conducted by Central/State Govt/A.G.

or

Passed Chartered Accountancy Examination.

N. Brajendra Singh

1	2	3	4	5	6	7
A	AE	AED	Asstt. Estate Officer/ Asstt. Engineer ✓	2200-4000	Essential : (i) First Class Bachelor's degree in Civil/Electrical Engineering Desirable : 2 yrs. experience of working in the related area in an organisation of repute	(a) 50% by promotion from Junior Engineers who have got the requisite requisite educational qualification and also rendered a minimum 10 yrs. satisfactory service in the grade 1540-2900 in CAU (b) 80% by direct recruitment (c) Failing (a) and/or (b) above b; deputation (d) Failing (a) & (c) remaining 50% also to be filled by direct recruitment

A	AE	AEE	Editor ✓	2200-4000	Essential : (i) Master degree in English/ Agriculture with at least 55% marks (ii) 2 yrs. experience of editing/ publication of research/Farm Journal in English/Hindi Desirable : Diploma in Journalism and information Science from a recognised institution of repute.	100% by direct recruitment
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N. Brijinder Singh

2 3 4 5 6 7

AE AEF Assistant Architect Essential : 2200-4000 (i) B. Arch. degree in high second class from a recognised institution (a) 100% by deputation from Central/State-Govt. Services

Desirable :

2 yr. experience of working in the related area in an organisation of repute

AD AEG Security Officer 2200-4000 (a) By deputation of Police/Para Military /Army personnel working at least in the rank of Inspector or equivalent

(b) Failing (a) above by direct recruitment from amongst Army/Central Para-Military personnel working as J.C.O. or in equivalent rank

AD AEH Students' Welfare Officer 2200-4000 By transfer of Asstt. Prof. for a period not exceeding 3 yrs. The concerned Dean shall submit a panel of 3 names through Director of Instruction to the Vice-Chancellor who shall approve the one.

N. Prayindra Singh

1	2	3	4	5	6	7
A	AE	AEI	Medical Officer	2200-4000 NPA as per Central Govt. Rule	Essential : An MBBS degree from an Institution recognised by Medical Council of India	(a) By deputation from Central/ State Govt./Semi-Govt. Organisation services (b) Failing (a) above by direct recruitment (c) Failing (a) & (b) above by appointing part time Govt/Private Doctor posted/ practising in the area on the basis of a monthly honorarium
A	AE	AEJ	Librarian	2200-4000	Essential : (i) Master degree in Library Science/ Documentation or an equivalent professional degree from a recognised institution with minimum 55% marks (ii) 2 yrs. experience of working in as well established Library of a Scientific institution, preferably an agricultural institution/ college.	(a) 100% by promotion from amongst the Senior Library Assistants who have the requisite educational qualification and also rendered a minimum 5 yrs. satisfactory service in CAU as SLA (1640-2900) (b) Failing (a) above by direct recruitment

N. Bajinder Singh

2	3	4	5	6	7
AE	AEK	Senior Computer Operator/Programmer	2200-4000	Essential :	
				(i) A 2 yrs. P.G. Degree/diploma in System Management/Information Science from a nationally recognised institution in Science/ Economics or Master in Computer Application from IARI, New Delhi.	(a) 100% by promotion from amongst Computer Operators having rendered a minimum 5 yrs. satisfactory service in the CAU
				(ii) 2 yrs. experience of working in any Government/Semi-Govt. organisation in the relevant area	(b) Failing (a) above by direct recruitment

or

(iii) Bachelor's degree in Science/ Commerce/Economics followed by a one-year P.G. diploma in system Management/Information Science from a nationally recognised institution

(iv) 5 yrs. experience of working in the relevant area in Govt/ Semi-Govt/other recognised institute or reputed in the grade of 1640-2900 or above

N. Bindra Singh

1	2	3	4	5	6	7
A	BA	BAA	Information Publicity Officer	2000-3500	Essential :	By direct recruitment
					(i) Master degree in Agril. Extension/ Journalism/Mass Communication	
					or , Bachelor degree followed by P.G. Diplom in Journalism/Mass Communication	
					(ii) Good knowledge of both English & Hindi	
					Desirable :	
					(i) Experience of organising exhibition/Fairs/ maintaining information Halls and feature writing in English and Hindi	
B	BS	BBA	Junior Engineer	1540-2900	Essential :	100% by direct recruitment
					(i) A high second-class graduate degree in Civil/Electrical Engineering from a recognised institution	
					Desirable :	
					Experience of working in construction supervision work in an organisation of repute	
B	BB	BBB	Senior Stenographer	1540-2900	Essential :	By promotion from the Jr. Stenographer of CAU who have a minimum 10 yrs. satisfactory service as Jr. Stenographer in CAU
					(i) Bachelor's degree from a recognised university or 2 yrs. diploma in Secretarial Practices from a Govt. recognised institution following 10+2 schooling	
					(ii) Speed of Shorthand 100 w.p.m. in English	Failing (a) above by direct recruit- ment
					(iii) Typing speed 40 w.p.m. in English	

N. Bagjinder Singh

2	3	4	5	6	7
23	BBC	Head Assistant	1640-2900	Essential : Good Bachelor Degree followed by a minimum 8 yrs. experience of working as Assistant in the grade of 1400-2300.	(a) By promotion from the post of Assistant (1400-2300) who have rendered at least 10 yrs. satisfactory service as Assistant (1400-2300) in CAU. (b) Failing (a) above by direct recruitment
24	BBD	Head Assistant (Assist. Accountant.)	1640-1900	Essential : (i) Good Bachelor's degree in commerce/ Economics followed by at least 5 yrs. experience of working as Account Assistant (1400-2300) or Good Bachelor's degree in Commerce/ Economics and one year P.G. Diploma in Computer system management followed by at least one year experience in Computer Operator (ii) Passed subordinate Accounts Service Exam. conducted by Central/ State Govt/A.G.	(a) 100% by promotion from the post of Accountant Assistant (1400-2300) who have also rendered at least 10 yrs. satisfactory service as Assist. Assistant (1400-2300) in CAU. (b) Failing (a) above by direct recruitment

N. Brajendra Singh

1	2	3	4	5	6	7
A	BB	BB	Senior Library Assistant	1640-2900	Essential : (i) Master degree in Library/ Documentation Science from a recognised institution (minimum 55% marks)	(i) 50% by direct recruitment
					Desirable : Knowledge of English and Hindi	(ii) 50% by promotion from amongst those working as Library Asstts. provided they have requisite educational qualification and have also put in a minimum 5 yrs. satisfactory service experience in CAU as Library Assistant
						(iii) Failing (ii) above all post by direct recruitment
B	BB	BBF	Horticultural Assistant	1640-2900	Essential : (i) Master degree in Horticulture (ii) B.Sc. (Agri) degree with specialisation in Horticulture with a minimum 5 yrs. experience in the relevant are	100% by direct recruitment
					Desirable : Knowledge of English and Hindi	

N. Singh

1	2	3	4	5	6	7
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B	BB	BBG	Computer Operator	1640-2900	Essential :	(i) Bachelor degree in Science/Commerce/ Economics followed by a minimum one year diploma in system Management from a nationally recognised institution. One year experience of post-degree working in any organisation of repute.	100% by direct recruitment
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Desirable :

Knowledge of English and Hindi

B	BB	BBH	Video Photographer	1640-2900	Essential :	(i) Degree/Diploma in Videography from a recognised institution (ii) Three year experience of working in the relevant area in an organisation of repute	100% by direct recruitment
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Desirable :

- (i) Knowledge of English and Hindi
- (ii) Experience of production of short video films

N. Brijmohan Singh

C	CA	CAA Assistant	1400-2300	Essential : (i) Bachelor's degree from a recognised University (ii) 5 year experience of working as Lower Division/Upper /Clerk -cum-Typist Desirable : Knowledge of English and Hindi. Knowledge of Hindi and English typing 3/40 w.p.m.	(a) 75% by promoting from Clerk-cum-Typist (950-1400) with minimum 8 yrs. satisfactory service in the CAU and having requisite education qualification (b) 25% by direct recruitment (c) Failing (a) above by direct recruitment
C	CA	CAB Accounts Assistant/ Cashier	1400-2300	Essential : (i) Bachelor's degree in Commerce/ Economics from a recognised university (ii) 5 yrs. experience of working as lower Division/Upper Division Clerk/ Clerk-cum-typist Desirable : Knowledge of English & Hindi Knowledge of computer operator Essential : (i) Passed 10 + 2 or its equivalent examination (ii) One year certificate/diploma from a recognised institution Desirable : Knowledge of English and Hindi	(a) 75% by promotion from Clerk-cum-typist (950-1400) with minimum 8 years satisfactory service in the CAU and having requisite educational qualification (b) 25% by direct recruitment (c) Failing (a) above by direct recruitment
C	CA	CAC Electrician	1400-2300	Essential : (i) Passed 10 + 2 or its equivalent examination (ii) One year certificate/diploma from a recognised institution Desirable : Knowledge of English and Hindi	100% by direct recruitment

N. Bhaginder Singh

N. Bhasin

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CB	CBB	Livestock/ Farm Assyt.	1200-2040	Essential : Bachelor degree in Agriculture or a Diploma in Livestock/Veterinary Assistant from a Govt. recognised institution	100% by direct recruitment
				<u>Desirable :</u> Knowledge of Hindi	
CB	CBC	Draughtman/ Tracer	1200-2040	Essential : Diploma in the relevant field	100% by direct recruitment
				<u>Desirable :</u> Knowledge of English and Hindi	
CB	CBD	Artist	1200-2040	Essential : Matriculation with 3 yrs. Diploma in Fine Art from a recognised institution or Bachelor degree in Fine Art from a recognised institution	100% by direct recruitment. If very good artist with outstanding produc- tion not available the selected candidate may initially be offered the grade 950-1400 and he may be later on considered for personal promotion to 1200-2040 grade on 8 yrs. satis- factory service in the CAU
				<u>Desirable :</u> Experience of fine arts work as evidenced by production	
CC	CCA	Clerk-cum- typist	950-1400	Essential : Bachelor degree from a recognised university. Minimum typing speed of 30 words/minute in English or 20 words/minute in Hindi	100% by direct recruitment
				<u>Desirable :</u> Working knowledge of both English and Hindi.	20% reserved for those proficient in Hindi typing. Bilinguals to be preferred for direct recruitment

N. Anjinder Singh

N. Singh

1	2	3	4	5	6	7
CC	CCB	Field-cum-Lab. Assistant	950-1400			100% by direct recruitment
CC	CCC	Driver	950-1400		Working knowledge of English and Hindi	
					<u>Essential :</u>	
					(i) Bachelor degree in Science	
					<u>Desirable :</u>	
					Working knowledge of English and Hindi	
					<u>Essential :</u>	
					(i) Passed Class VIII exam. from a recognised School	100% by direct recruitment
					(ii) 3 yrs. experience of driving after obtaining driving licence from a recognised authority	
					<u>Desirable :</u>	
					Knowledge of Hindi and English	
CC	CCD	Machine operator / Machineman	950-1400			100% by direct recruitment
					<u>Essential :</u>	
					(i) Matriculation from a recognised Board	
					(ii) Passed at least one-year trade Certificate exam. from a recognised institution	
					<u>Desirable :</u>	
					Working knowledge of English and Hindi	
CC	CCE	Plumber	950-1400			100% by direct recruitment
					<u>Essential :</u>	
					Matriculation followed by a one year trade Certificate from a recognised institution	
					<u>Desirable :</u>	
					Working knowledge of English and Hindi	
CC	CCF	Carpenter	950-1400			100% by direct recruitment
					<u>Essential :</u>	
					Matriculation followed by a one year trade Certificate from a recognised institution	
					<u>Desirable :</u>	
					Working knowledge of English and Hindi	

1	2	3	4	5	6	7
C	CC	CCG	Medical Attendant	950-1400	Essential :	100% by direct recruitment
					Matriculation followed by a minimum 6 month training in the relevant field	
					Desirable :	
C	CC	CCH	Security Guard	950-1400	Working knowledge of English an Hindi	
					Essential :	
					Passed class VIII exam. from a recognised school. Good physique as evidenced by medical test and completion of 15 Km race in 2 hrs.	100% by direct recruitment Retired army/para-military personnel to be preferred provided he has good physique
					Desirable :	
					Experience of serving in Central/State police/Para-Military or Army and/or commendable achievement in at least state level sports activities	
D	DA	DAA	Handyman-cum-Cleaner	750-940	Essential :	100% by direct recruitment
					(i) Passed Class VIII Exam. from a recognised school	
					(ii) Driving Licence	
					(iii) Working knowledge of English & Hindi	

N. Anand Singh

1	2	3	4	5	6	7
D	DA	DAB	Field-cum-Lab. Attendant/Library Attendant/ Messenger/ Orderly/Peon/ Helper/Cook	750-940	<u>Essential :</u> (i) Passed Class VIII exam. from a recognised school (ii) Proficiency in the concerned trade	100% by direct recruitment
					<u>Desirable :</u> Working knowledge of English & Hindi	
D	DA	DAC	Sweeper/Mali/ Animal or Farm Attendant/ Attendant/ Chowkidar	750-940	<u>Essential :</u> (i) Literate and good physique (ii) Proficiency in the concerned trade	100% by direct recruitment

N. Bagindan Singh