

झारखण्ड सरकार
उच्च एवं तकनीकी शिक्षा विभाग

(उच्च शिक्षा निदेशालय)
योजना भवन, नेपाल हाउस, डोरण्डा, राँची-834002 (झारखण्ड)

पत्रांक-02/वि.1-29/2021-

1304

राँची/दिनांक 31/04/2024

प्रेषक,

रामनिवास यादव, भा.प्र.से.
निदेशक, उच्च शिक्षा।

सेवा में,

कुलसचिव,
राँची विश्वविद्यालय, राँची,
विनोबा भावे विश्वविद्यालय, हजारीबाग,
सिदो कान्हू मुर्मू विश्वविद्यालय, दुमका,
नीलाम्बर पीताम्बर विश्वविद्यालय, मेदिनीनगर, पलामू,
कोल्हान विश्वविद्यालय, चाईबासा,
बिनोद बिहारी महतो कोयलांचल विश्वविद्यालय, धनबाद,
डॉ० श्यामा प्रसाद मुखर्जी विश्वविद्यालय, राँची,
झारखण्ड रक्षा शक्ति विश्वविद्यालय, राँची,
जमशेदपुर महिला विश्वविद्यालय, जमशेदपुर,

विषय:-

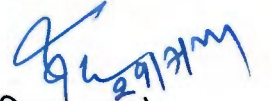
Amended Statute for Appointment, Promotion & Cadre Structure of Non- Teaching Staffs (7th CPC Pay Matrix Level 02 to Level 08) in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges, 2024 के संसूचन के संबंध में।

महाशय/महाशया,

उपर्युक्त विषय के संबंध में कहना है कि Amended Statute for Appointment, Promotion & Cadre Structure of Non- Teaching Staffs (7th CPC Pay Matrix Level 02 to Level 08) in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges, 2024 (छाया प्रति संलग्न) पर माननीय राज्यपाल-सह-कुलाधिपति महोदय ने अनुमोदन प्रदान करने की कृपा की है, जो राज्यपाल सचिवालय के पत्रांक-12/2024-1902/रा0स0 दिनांक-16.07.2024 द्वारा संसूचित है, को आवश्यक कार्यार्थ संलग्न किया जा रहा है।

अनु०-यथोक्त।

विश्वासभाजन


(रामनिवास यादव)
निदेशक, उच्च शिक्षा।
R.Yadav

**Higher and Technical Education Department
(Directorate of Higher Education)
Government of Jharkhand**

Amended Statute for Appointment, Promotion & Cadre Structure of Non- Teaching Staffs (7th CPC Pay Matrix Level 02 to Level 08) in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges, 2024.

The Statute that has been assented by the Chancellor and notified by the Department vide letter no.- 2148, dated 06.11.2015 is being substituted by “Amended Statute for Appointment, Promotion & Cadre Structure of Non- Teaching Staffs (7th CPC Pay Matrix Level 02 to Level 08) in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges, 2024.”

CHAPTER-1

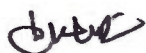
1. Short Title and Commencement

- 1.1 This Statute shall be called as, “Statute for Appointment, Promotion & Cadre Structure of Non-Teaching Staffs (7th CPC Pay Matrix Level 02 to Level 08) in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges”.
- 1.2 This Statute shall come into force from the date of its notification.
- 1.3 This Statute shall come in supersession of all previous statutes notified for appointment and promotion of non-teaching staff (7th CPC Pay Matrix Level 02 to Level 08) in the State Universities and its constituent colleges(including autonomous colleges).
- 1.4 All the appointments and promotions in the University Headquarter & their Allied offices including constituent/ constituent autonomous colleges shall be made in accordance with the provision in these Statutes.
- 1.5 For appointments and promotions in the University Headquarter & their Allied offices including constituent colleges University would be considered as one unit.

CHAPTER-2

2. Definitions

- (a) Act - “Act” means Jharkhand State University Act, 2000 (adapted & as amended).
- (b) Non-teaching staff – “Non-teaching Staff” means employees of the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges in the 7th CPC pay matrix level 02 to level 08.
- (c) Cadre – “Cadre” means the establishment cadre, Accounts Cadre, Library Cadre, Laboratory Cadre, Sports Cadre of the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges and



Executive Cadre of the University headquarter.

- (d) JSSC – “JSSC” means the Jharkhand Staff Selection Commission.
- (e) Statute- “Statute” means Amended Statute for Appointment, Promotion & Cadre Structure of Non-Teaching Staffs (7th CPC Pay Matrix Level 02 to Level 08) in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges, 2024.
- (f) Pay Level- “Pay Level” means 7th CPC Pay Matrix Level.
- (g) Direct Recruitment -“Direct Recruitment” means the recruitment made other than by promotion, deputation absorption or contract basis.
- (h) Regular Service- “Regular Service” means the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad- hoc basis
- (i) All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the “Jharkhand State University Act, 2000 (adapted & as amended), or in the rules framed by the Government of Jharkhand.

CHAPTER-3

3. General Terms and Conditions

- 3.1 The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in these Statutes.
- 3.2 All direct appointments shall be made as per the existing provisions of the State Government in accordance with this statute.
- 3.3 The reservation policy of the State Government shall be followed for all appointment/promotion.
- 3.4 Direct recruitment against the sanctioned post of Non- teaching staffs (7th CPC pay matrix level 02 to level 08) in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges shall be made by the University on the basis of written test conducted by Jharkhand Staff Service Commission (JSSC) and the recommendation made by it.
- 3.5 The appointment of a candidate shall be subject to the verification of documents relating to educational qualifications, experience, and medical fitness.
- 3.6 For Promotion, the composition of the Promotion Committee shall be as per the provisions contained in Jharkhand State University Act, 2000 (adapted & as amended).
- 3.7 The Appointment/Recruitment year for promotions will be calendar year. In cases, where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the employees in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of employees in the feeder grade in terms of these Statutes e.g. educational qualification, eligibility service, etc. is to be checked before they

are considered for inclusion in the eligibility list for reference to the Promotion Committee of the University.

However, this shall not be applied in the case of employees who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.

This will also not apply in case the vacancies becoming available during the recruitment year are in excess of the candidates eligible as on 1st January of that recruitment year. Eligibility of the candidates for consideration against such vacancies will be considered appropriately by the Promotion Committee of the University.

3.8 The Promotion/Limited Departmental Examination/Direct Recruitment shall be carried out in consideration of the following:

- i) The Promotion Committee of the University will meet at least once in a year, preferably before start of the recruitment to prepare a panel for the ensuing recruitment. The Promotion for all employees will be based on seniority- cum-fitness and quality of Annual Performance Assessment Report (APAR) (ANNEXURE-III) for the period required for promotion. For the gradation in APARs over the required period, the benchmark for promotion will be "Very Good".
- ii) The Examination for Direct Recruitment as well as Limited Departmental Examination will be conducted by Jharkhand Staff Selection Commission (JSSC) with the scheme and weightage of marks for as prescribed in this statute.
- iii) For purpose of appearing in the Limited Departmental Examinations (LDE) for the post of Assistant University Section Officer (A.U.S.O.) the benchmark in the APARs for the preceding five years will be "Very Good".
- iv) If the posts reserved for Limited Departmental Examinations is not filled, then the vacant post will be considered for direct recruitment.

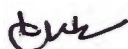
3.9 The provisions of MACP shall be applicable as per the norms of the State Government.

3.10 PROBATION/DISQUALIFICATION:

A person appointed in Non-Teaching post shall remain on Probation for a period of two years. The University shall confirm the service of the aforesaid employee after satisfactory completion of probation period. Every person appointed shall be governed under the Terms and Conditions of Service as provided in Jharkhand State University Act, 2000 (adapted & as amended).

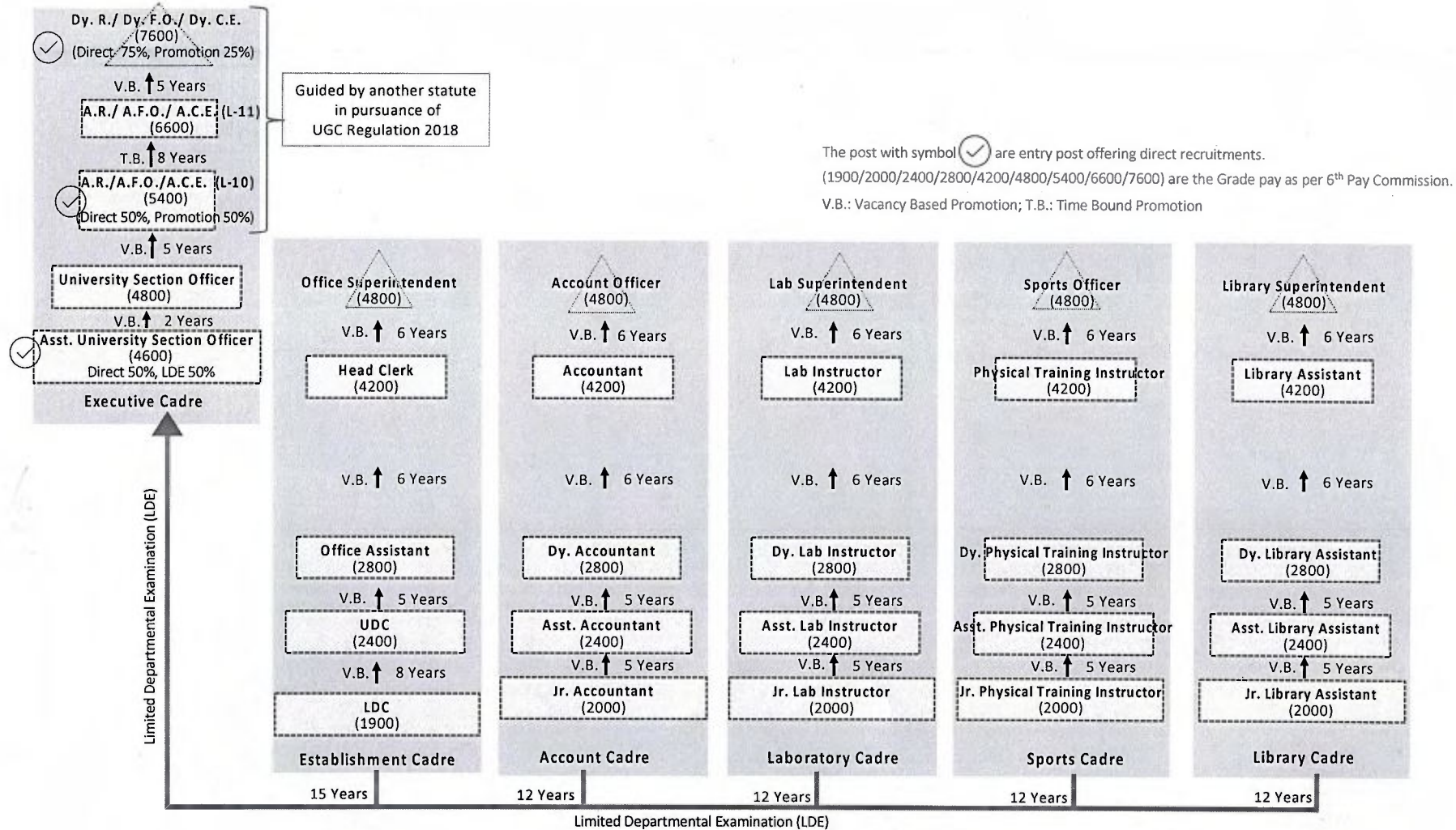
3.11 RESIDUARY MATTERS:

In regard to matters not specified or referred to in these Statutes, the employees in the posts specified in the Statute shall be governed by the provisions of Jharkhand State University Act, 2000.



CHAPTER-4

4.1 Cadre Structure of Non-Teaching Posts (7th CPC Pay Matrix Level-02 & Above)



4.2 Direct Recruitments:

Following are the posts for Direct Recruitment:

i)	Lower Division Clerk	100% of total posts by Direct Recruitment	Pay Level 2
ii)	Jr. Accountant	100% of total posts by Direct Recruitment	Pay Level 3
iii)	Jr. Physical Training Instructor		
iv)	Jr. Library Assistant		
v)	Jr. Lab Instructor for following labs: a) Physics b) Chemistry c) Botany d) Zoology e) Geology f) Geography g) Psychology h) Computer Science/IT i) Anthropology j) Home Science k) Any other subject in which lab is required		
vi)	Assistant University Section Officer	50% of total posts by Direct Recruitment and remaining 50% by Limited Departmental Examination	Pay Level 7

4.3 Promotional Scheme:

- i) The promotion of an employee from a lower post to a higher post in a cadre would be based on the vacancy at the higher post.
- ii) The promotion will be recommended by the promotion committee based on Seniority-cum-merit.
- iii) Selection for Promotion would be subject to:
 - a) Submission of Annual Performance Assessment Report (APAR) by the employee for the period required for promotion and its quality as per Sec 3.8.(i).
 - b) Submission of Annual Health Checkup Report by the employee for the period required for promotion and its evaluation.
 - c) If any departmental proceedings has been initiated against an employee then he/she would not be considered for promotion until the outcome of the proceeding.

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4.4 Promotional Avenues for Various Posts:

Sl. No.	Position (Before Promotion)	Pay Matrix Level (Before Promotion)	Duration of Service	Position (After Promotion)	Pay Matrix Level (After Promotion)	Type of Promotion
1 (a)	Lower Division Clerk (LDC)	Level 2	8 Years	Upper Division Clerk (UDC)	Level 4	Vacancy Based
1(b)	Upper Division Clerk (UDC)	Level 4	5 Years	Office Assistant	Level 5	Vacancy Based
1(c)	Office Assistant	Level 5	6 Years	Head Clerk	Level 6	Vacancy Based
1(d)	Head Clerk	Level 6	6 Years	Office Superintendent	Level 8	Vacancy Based
2(a)	Jr. Accountant	Level 3	5 Years	Assistant Accountant	Level 4	Vacancy Based
2(b)	Assistant Accountant	Level 4	5 Years	Dy. Accountant	Level 5	Vacancy Based
2(c)	Dy. Accountant	Level 5	6 Years	Accountant	Level 6	Vacancy Based
2(d)	Accountant	Level 6	6 Years	Account Officer	Level 8	Vacancy Based
3(a)	Jr. Lab Instructor	Level 3	5 Years	Assistant Lab Instructor	Level 4	Vacancy Based
3(b)	Assistant Lab Instructor	Level 4	5 Years	Dy. Lab Instructor	Level 5	Vacancy Based
3(c)	Dy. Lab Instructor	Level 5	6 Years	Lab Instructor	Level 6	Vacancy Based
3(d)	Lab Instructor	Level 6	6 Years	Lab Superintendent	Level 8	Vacancy Based
4(a)	Jr. Physical Training Instructor	Level 3	5 Years	Assistant Physical Training Instructor	Level 4	Vacancy Based
4(b)	Assistant Physical Training Instructor	Level 4	5 Years	Dy. Physical Training Instructor	Level 5	Vacancy Based
4(c)	Dy. Physical Training Instructor	Level 5	6 Years	Physical Training Instructor	Level 6	Vacancy Based
4(d)	Physical Training Instructor	Level 6	6 Years	Sports Officer	Level 8	Vacancy Based
5(a)	Jr. Library Assistant	Level 3	5 Years	Assistant Library Assistant	Level 4	Vacancy Based
5(b)	Assistant Library Assistant	Level 4	5 Years	Dy. Library Assistant	Level 5	Vacancy Based
5(c)	Dy. Library Assistant	Level 5	6 Years	Library Assistant	Level 6	Vacancy Based
5(d)	Library Assistant	Level 6	6 Years	Library Superintendent	Level 8	Vacancy Based
6(a)	Assistant University Section Officer	Level 7	2 Years	University Section Officer	Level 8	Vacancy Based
6(b)	University Section Officer	Level 8	5 Years	A.R/A.C.E./A.F.O. (50% of Sanctioned Posts)	L-10	Vacancy Based

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4.5 Limited Departmental Examination (LDE) For the post of Assistant University Section Officer (A.U.S.O.):

- (i) 50% of the total seat of Assistant University Section Officer (A.U.S.O.) would be reserved for appointment of employee working in the University Headquarter & their Allied Offices including Constituent/ Constituent Autonomous Colleges through Limited Departmental Examination (LDE).
- (ii) The Limited Departmental Examination would be conducted by Jharkhand Staff Selection Commission (JSSC).
- (iii) The eligibility of employee for appearing in the LDE would be as given below:-

S.N.	Eligibility for LDE for the Post of A.U.S.O.
1.	15 Years of service in Establishment Cadre
2.	12 Years of service in Accounts Cadre/Laboratory Cadre/Sports Cadre/Library Cadre

- (iv) The scheme for Limited Departmental Examinations for the appointment of A.U.S.O. (50% of total posts) is as given in Chapter 6.
- (v) An eligible employee in the Establishment/ Accounts/ Laboratory/ Sports/ Library Cadre can appear for maximum two times in the LDE.
- (vi) The appointment after clearing the Limited Departmental Examination will be subject to
 - a) Submission of Annual Performance Assessment Report (APAR) by the employee and its quality as per Sec. 3.8.(iii)
 - b) Submission of Annual Health Checkup Report by the employee and its evaluation.
 - c) Promotion not being barred by Departmental proceedings.

4.6 Appointments on compassionate grounds:

- a) Appointments on compassionate grounds shall be made in Group C at the post of LDC (7th CPC Pay Matrix Level-02), provided that the individuals being appointed to the post possess the essential educational qualifications required for the position.
- b) If a person to be appointed on compassionate grounds does not meet the educational qualifications required for appointment in Group C, he/she will be appointed in Group D, and pay scale of 7th CPC Pay Matrix Level 01 will be applicable.
- c) When a person appointed in Group D on compassionate grounds acquires the required educational qualifications, he/she will be promoted to the vacant post of LDC subject to the recommendation of Promotion Committee.

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CHAPTER-5

5. Recruitment and Promotion Rules for Different Posts:

5.1 Recruitment and Promotion on the Post of: Lower Division Clerk [LDC] (Level-I)		
1	Name of post	Lower Division Clerk [LDC]
2	Scale of Pay	Pay Level 02
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Direct Recruitment
5	Age limit for direct recruitments	Minimum: 21 Years Maximum: As per Memo. N. 29 dated 04/01/2021 issued by Department of Personnel, Administrative Reforms and Rajbhasha (Govt. of Jharkhand) or any revision to it. Note: The crucial date for determining the age limit shall be 1 st day of August of the year of requisition.
6	Educational & other qualification required for direct recruitment	Essential Qualifications: A Bachelor's Degree from any recognized Institute/University. Desirable Skills: Proficiency in Computer Operations.
7	Mode of selection for direct recruitments	Written examination
8	Period of probation (if, any)	02 year for the Direct Recruits

5.2 Recruitment and Promotion on the Post of: Upper Division Clerk (UDC)		
1	Name of post	Upper Division Clerk (UDC)
2	Scale of Pay	Pay Level 04
3	Classification	Group-C

4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Lower Division Clerk with eight years of regular service in Pay Level 2 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.3 Recruitment and Promotion on the Post of: Office Assistant

1	Name of post	Office Assistant
2	Scale of Pay	Pay Level 05
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Upper Division Clerk (UDC) with five years of regular service in Pay Level 4 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.4 Recruitment and Promotion on the Post of: Head Clerk

1	Name of post	Head Clerk
2	Scale of Pay	Pay Level 06
3	Classification	Group-C

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4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods.	Promotion: Vacancy Based Promotion of Office Assistant with six years of regular service in Pay Level 5 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.5 Recruitment and Promotion on the Post of: Office Superintendent

1	Name of post	Office Superintendent
2	Scale of Pay	Pay Level 08
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Head Clerk with six years of regular service in Pay Level 6 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.6 Recruitment and Promotion on the Post of: Jr. Accountant

1	Name of post	Jr. Accountant
2	Scale of Pay	Pay Level 03
3	Classification	Group-C



4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods.	Direct Recruitment
5	Age limit for direct recruitments	<p>Minimum: 21 Years</p> <p>Maximum: As per Memo. N. 29 dated 04/01/2021 issued by Department of Personnel, Administrative Reforms and Rajbhasha (Govt. of Jharkhand) or any revision to it.</p> <p>Note: The crucial date for determining the age limit shall be 1st day of August of the year of requisition.</p>
6	Educational & other qualification required for direct recruitment	<p>Essential Qualifications:</p> <p>(i) A Bachelor's Degree from any recognized Institute/University in Commerce or Mathematics or Statistics or Economics with Mathematics as a subject at 12th or equivalent level or Business administration with Mathematics as a subject at 12th or equivalent level</p> <p>Desirable Skills:</p> <p>(i) Proficiency in Computer Operations. (ii) Knowledge of Accounting Software (ii) Knowledge of Government Statutes & Regulations and all statutory laws related to taxation, labour etc.</p>
7	Mode of selection for direct recruitments	Written examination
8	Period of probation (if, any)	02 years

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5.7 Recruitment and Promotion on the Post of: Asst. Accountant		
1	Name of post	Asst. Accountant
2	Scale of Pay	Pay Level 04
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods.	Promotion Vacancy Based Promotion of Jr. Accountant with five years of regular service in Pay Level 3 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.8 Recruitment and Promotion on the Post of: Dy. Accountant		
1	Name of post	Dy. Accountant
2	Scale of Pay	Pay Level 05
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods.	Promotion Vacancy Based Promotion of Assistant Accountant with five years of regular service in Pay Level 4 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.9 Recruitment and Promotion on the Post of: Accountant		
1	Name of post	Accountant
2	Scale of Pay	Pay Level 06
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods.	Promotion: Vacancy Based Promotion of Dy. Accountant with six years of regular service in Pay Level 5 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.10 Recruitment and Promotion on the Post of: Account Officer		
1	Name of post	Account Officer
2	Scale of Pay	Pay Level 08
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Accountant with six years of regular service in Pay Level 6 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

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5.11 Recruitment and Promotion on the Post of: Jr. Lab Instructor		
1	Name of post	Jr. Lab Instructor
2	Scale of Pay	Pay Level 03
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Direct Recruitment
5	Age limit for direct recruitments	<p>Minimum: 21 Years</p> <p>Maximum: As per Memo. N. 29 dated 04/01/2021. issued by Department of Personnel, Administrative Reforms and Rajbhasha (Govt. of Jharkhand) or any revision to it.</p> <p>Note: The crucial date for determining the age limit shall be 1st day of August of the year of requisition.</p>
6	Educational & other qualification required for direct recruitment	<p>Essential Qualifications:</p> <p>A bachelor's degree from any recognized Institute/University in relevant subject</p> <p style="text-align: center;">or</p> <p>BCA/ BSc (IT) Degree from any recognized Institute/University [For Computer Lab]</p> <p style="text-align: center;">or</p> <p>Diploma (Min 55% marks) in relevant Engineering discipline of 3 years duration from a recognized Polytechnic/Institute</p> <p>Desirable Skills:</p> <p>(i) Proficiency in Computer Operations.</p> <p>(ii) Experience in handling sophisticated laboratory equipment in reputed educational institutions or research laboratories.</p>
7	Mode of selection for direct recruitments	Written examination
8	Period of probation (if, any)	02 years



5.12 Recruitment and Promotion on the Post of: Assistant Lab Instructor		
1	Name of post	Assistant Lab Instructor
2	Scale of Pay	Pay Level 04
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Jr. Lab Instructor with five years of regular service in Pay Level 3 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.13 Recruitment and Promotion on the Post of: Dy. Lab Instructor		
1	Name of post	Dy. Lab Instructor
2	Scale of Pay	Pay Level 05
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Asst. Lab Instructor with five years of regular service in Pay Level 4 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

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5.14 Recruitment and Promotion on the Post of: Lab Instructor		
1	Name of post	Lab Instructor
2	Scale of Pay	Pay Level 06
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Dy. Lab Instructor with six years of regular service in Pay Level 05 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.15 Recruitment and Promotion on the Post of: Lab Superintendent		
1	Name of post	Laboratory Superintendent
2	Scale of Pay	Pay Level 08
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Lab Instructor with six years of regular service in Pay Level 06 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.16 Recruitment and Promotion on the Post of: Jr. Physical Training Instructor		
1	Name of post	Jr. Physical Training Instructor
2	Scale of Pay	Pay Level 03
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Direct Recruitment
5	Age limit for direct recruitments	<p>Minimum: 21 Years Maximum: As per Memo. N. 29 dated 04/01/2021 issued by Department of Personnel, Administrative Reforms and Rajbhasha (Govt. of Jharkhand) or any revision to it.</p> <p>Note: The crucial date for determining the age limit shall be 1st day of August of the year of requisition.</p>
6	Educational & other qualification required for direct recruitment	<p>Essential Qualifications:</p> <p>A Bachelor's Degree in Physical Education (B.P.Ed.) from any recognized Institute/ University</p> <p style="text-align: center;">or</p> <p>A Bachelor's Degree from any recognized Institute/University and Diploma in Physical Education (D.P.Ed)</p> <p style="text-align: center;">or</p> <p>A Bachelor's Degree from any recognized Institute/University and Diploma in coaching (minimum 55% marks in Diploma) from SAI/NS-NIS or from any other recognized institution in the relevant Sports.</p> <p>Desirable Skills: Relevant Experience in coaching/training.</p>
7	Mode of selection for direct recruitments	Written examination
8	Period of probation (if, any)	N.A.

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5.17 Recruitment and Promotion on the Post of: Asst. Physical Training Instructor		
1	Name of post	Asst. Physical Training Instructor
2	Scale of Pay	Pay Level 04
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Jr. Physical Training Instructor with six years of regular service in Pay Level 6 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.18 Recruitment and Promotion on the Post of: Dy. Physical Training Instructor		
1	Name of post	Dy. Physical Training Instructor (Level-III)
2	Scale of Pay	Pay Level 05
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Asst. Physical Training Instructor with five years of regular service in Pay Level 04 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.19 Recruitment and Promotion on the Post of: Physical Training Instructor		
1	Name of post	Physical Training Instructor
2	Scale of Pay	Pay Level 06
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Dy. Physical Training Instructor with six years of regular service in Pay Level 5 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.20 Recruitment and Promotion on the Post of: Sports Officer		
1	Name of post	Sports Officer
2	Scale of Pay	Pay Level 08
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Physical Training Instructor with six years of regular service in Pay Level 6 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

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5.21 Recruitment and Promotion on the Post of: Jr. Library Assistant		
1	Name of post	Jr. Library Assistant
2	Scale of Pay	Pay Level 03
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Direct Recruitment
5	Age limit for direct recruitments	<p>Minimum: 21 Years</p> <p>Maximum: As per Memo. N. 29 dated 04/01/2021 issued by Department of Personnel, Administrative Reforms and Rajbhasha (Govt. of Jharkhand) or any revision to it.</p> <p>Note: The crucial date for determining the age limit shall be 1st day of August of the year of requisition.</p>
6	Educational & other qualification required for direct recruitment	<p>Essential Qualifications:</p> <p>A Bachelor's Degree in Library & Information Science (B.L.I.S.) from any recognized Institute/University</p> <p style="text-align: center;">or</p> <p>A Bachelor's Degree from any recognized Institute/University and Diploma in Library & Information Science (D.L.I.S.)</p> <p>Desirable Skills:</p> <p>(i) Proficiency in Computer Operations.</p> <p>(ii) Knowledge of Library Automation and Networking</p>
7	Mode of selection for direct recruitments	Written examination
8	Period of probation (if, any)	02 years

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5.22 Recruitment and Promotion on the Post of: Asst. Library Assistant		
1	Name of post	Asst. Library Assistant
2	Scale of Pay	Pay Level 04
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Jr. Library Assistant with five years of regular service in Pay Level 3 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.23 Recruitment and Promotion on the Post of: Dy. Library Assistant		
1	Name of post	Dy. Library Assistant
2	Scale of Pay	Pay Level 05
3	Classification	Group-C
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion Vacancy Based Promotion of Asst. Library Assistant with five years of regular service in Pay Level 4 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

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5.24 Recruitment and Promotion on the Post of: Library Assistant		
1	Name of post	Library Assistant
2	Scale of Pay	Pay Level 06
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Dy. Library Assistant with six years of regular service in Pay Level 5 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

5.25 Recruitment and Promotion on the Post of: Library Superintendent		
1	Name of post	Library Superintendent
2	Scale of Pay	Pay Level 08
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Library Assistant with six years of regular service in Pay Level 6 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.



5.26 Recruitment and Promotion on the Post of: Assistant University Section Officer (AUSO)

1	Name of post	Assistant University Section Officer (AUSO)
2	Scale of Pay	Pay Level 07
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	(a) 50% of posts by direct recruitment (b) 50% of posts by limited departmental competitive examination amongst the employees. (i) having 15 years of experience in the Establishment Cadre (ii) having 12 years of experience in the Accounts Cadre/Laboratory Cadre/Sports Cadre/Library Cadre
5	Age limit for direct recruitments	Minimum: 21 Years Maximum: As per Memo. N. 29 dated 04/01/2021 issued by Department of Personnel, Administrative Reforms and Rajbhasha (Govt. of Jharkhand) or any revision to it. Note: The crucial date for determining the age limit shall be 1 st day of August of the year of requisition.
6	Educational & other qualification required for direct recruitment	Essential Qualifications: A Bachelor's Degree from any recognized Institute/University. Desirable Skills: Proficiency in Computer Operations, noting and drafting.
7	Mode of selection for direct recruitments	Written Examination
8	Period of probation (if, any)	02 year for the Direct Recruits

5.27 Recruitment and Promotion on the Post of: University Section Officer (USO)

1	Name of post	University Section Officer (USO)
2	Scale of Pay	Pay Level 08
3	Classification	Group-B
4	Method of recruitment, whether by direct recruitment, by limited departmental competitive examination or by promotion and percentage of the posts to be filled by various methods	Promotion: Vacancy Based Promotion of Assistant University Section Officer (AUSO) with two years of regular service in Pay Level 7 according to seniority cum fitness, subject to the recommendation of Promotion Committee of the University.
5	Age limit for direct recruitments	N.A.
6	Educational & other qualification required for direct recruitment	N.A.
7	Mode of selection for direct recruitments	N.A.
8	Period of probation (if, any)	N.A.

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Chapter 6

6. Scheme of Examination:

6.1. Direct recruitment to the post of LDC, Jr. Accountant, Jr. Laboratory Instructor, Jr. Physical Training Instructor, Jr. Library Assistant

A. Examination Framework:

Paper	No. of Questions (MCQ)	Full Marks	Duration
Paper 1	150	300	3 Hrs.
Paper 2	100	200	2 Hrs.

Note: Persons with Benchmark Disabilities (PwBD) candidates in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy are allowed Compensatory Time of twenty minutes per hour of the examination.

B. Test Components:

I. Paper 1			
Post	Test Component	No. of Questions	Marks
All the posts mentioned in 6.1	a) General Awareness	30	60
	b) Reasoning Ability	30	60
	c) Mathematical Ability	30	60
	d) Hindi Language	30	60
	e) English Language	30	60
Total		150	300

(i)

II. Paper 2			
Post	Test Component	No. of Questions	Marks
(i) LDC	a) Data Analysis & Interpretation	50	100
	b) Computer Literacy	50	100
	Total	100	200
(ii) Jr. Accountant	a) Specific to Accounts Cadre	75	150
	b) Computer Awareness	25	50
	Total	100	200
(iii) Jr. Physical Training Instructor	a) Specific to Sports Cadre	75	150
	b) Computer Awareness	25	50
	Total	100	200
(iv) Jr. Library Assistant	a) Specific to Library Cadre	75	150
	b) Computer Awareness	25	50
	Total	100	200
(v) Jr. Laboratory Instructor	a) Questions based on experiments of the respective subject at UG level.	75	150
	b) Computer Awareness	25	50
	Total	100	200



C. Syllabus

I. Paper 1

Common for all the posts mentioned in 6.1

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and Jharkhand, especially pertaining to History, Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/ International Organizations/ Institutions, events, etc.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Hindi Language**
 - Questions based on Hindi Comprehension Passages --10 Questions
 - Questions based on Hindi Grammar -- 10 Questions
- (v) **English Language**
 - Questions based on English Comprehension Passages --10 Questions
 - Questions based on English Grammar -- 10 Questions

II. Paper 2

(i) For the Post of LDC

a) **Data Analysis & System Management (50 Questions):**

Data Representation: Drawing inferences from various forms of data representations such as Tabular Data, Pie Charts, Bar Graphs, Line Chart, and other graphical representations.

Data Comparison: Comparing data using tables and charts, Analysing trends and patterns

Data Accuracy: Checking and validating data for accuracy

Data Sufficiency: Analysing the sufficiency of data to answer questions

Data Based Decision Making: Decision-making in administrative and clerical contexts based on given data sets

ERP Systems: Definition, purpose, and benefits of ERP in organizational settings. Various ERP modules and their functionalities, Managing student data, admissions, and enrolment.

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Document Management System: Overview, importance, Document Lifecycle such as Creation, editing, approval, storage, retrieval, and disposal phases, document workflows, collaborative editing, Electronic Filing Systems, Cloud-Based Document Management, Electronic Filing Systems, Document Indexing

b) Computer Literacy (50 Questions):

Foundational Computer Knowledge: An introduction to the history of computers, Exploring computer hardware components such as the CPU, RAM, and storage devices.

Operating Systems Essentials: Grasping basic concepts of operating systems (OS), Surveying popular operating systems like Windows, MacOS, and Linux, Learning file management skills and basic command operations.

Software and Applications Overview: Distinguishing between system software and application software, Introduction to software installation and update procedures.

Word Processing Software Skills: Proficiency in text formatting and editing using applications like Microsoft Word and LibreOffice Writer. Understanding document review and tracking changes. Exploring Mail Merge functionalities.

Spreadsheet Software Proficiency: Data entry and formatting in spreadsheet software such as Microsoft Excel and LibreOffice Calc. Application of formulas for data manipulation.

Presentation Software Competence: Creating and formatting presentations with software like Microsoft PowerPoint and LibreOffice Impress.

Computer Networks and Internet Fundamentals: Grasping the basics of computer networks. Understanding the internet concept, internet browsers, and effective use of search engines. Utilizing email and communication tools.

Computer Security Awareness: Understanding computer viruses, malware, and security threats. Implementing basic cybersecurity practices, including password protection and software updates.

(ii) For the Post of Jr. Accountant

a) Specific to Accounts Cadre (75 Questions)

Financial Accounting: Concepts- Principles- Accounting standards- Financial statements- Final Accounts of Technical Education Department – Trading, Profit and Loss account- Balance Sheets – Final accounts of companies- Computerized accounting and usage of software in preparation of accounts.

Financial Management: Financial management – cost of capital – financing decision – capital structure – working capital management – working capital cycle – Management of cash – Receivable management inventory.

Fundamentals of Income tax: Income Tax Act – Basic concepts- Assessment year –

Previous year – Person – Assesses- Income – Gross Total Income – Total Income – rates of Tax applicable to Individual Assesses – Income from salary – House property – Business – Capital gain and other sources – Computation of Total income – Deductions and exemptions – Tax planning – Income Tax returns.

Auditing: Audit process – Internal check – Preparation before audit – Audit Program – Audit Process – Audit Notebook – Audit working papers – Audit files – Internal control – Internal check – Vouching and Verification – Auditors of Joint stock companies- Investigation (vs) Auditing.

Proficiency in Government Statutes/Regulations : Questions in this component will be aimed at testing the candidate's understanding of the various Government of India Statutes concerning FR/SR, GFR, Pension Statutes, Procurement/Materials management and store management, Income tax, GST, RTI, CCS CCA Statutes, CCS conduct Statutes, act, ordinance & statute of central universities etc.

b) Computer Awareness (25 Questions)

Computer Organization, Computer Hardware & I/O Devices, Computer Memory, Software, Computer Languages, Operating systems, Basic Applications of Computer, Microsoft Office Suite (Microsoft Word, Microsoft Excel, Microsoft PowerPoint), Internet and Web Browsers, Security and Virus Protection, Computer Networking etc.

(iii) For the Post of Jr. Physical Training Instructor

a) Specific to Sports Cadre (75 Questions)

Anatomy and Physiology: Understanding the human body's structure and function, focusing on the musculoskeletal, cardiovascular, and respiratory systems, as well as the basics of nutrition essential for physical fitness.

Exercise Physiology & Fitness Assessment: Exploring the principles governing exercise, energy systems, cardiovascular and respiratory responses to physical activity, fundamentals of flexibility, strength, and endurance training, fitness testing protocols, body composition analysis, and assessments for aerobic and anaerobic fitness, **Sports and Games:** Familiarizing with the rules and techniques of popular sports, understanding the organization of sports events, incorporating team-building activities, and designing sports-specific training programs.

Global Sports Events & Governance: Understanding of national and international sports organizations, including their roles and functions. Evaluating knowledge of major sports events such as Olympics, Asian Games, National Games etc., their organization, and the global impact.

Professional Ethics and Conduct: Ethical Decision-Making, Integrity, and Accountability, Application of Ethical Principles in Managing Sports Programs and Interactions with Stakeholders, Analysing Roles and Functions in Ensuring Fair Play Understanding of International and National Sports Ethical Bodies such as World Anti-Doping Agency (WADA), National Anti-Doping Agency (NADA), Court of Arbitration for Sport (CAS), All India Council of Sports (AICS) etc.



b) Computer Awareness (25 Questions)

Computer Organization, Computer Hardware & I/O Devices, Computer Memory, Software, Computer Languages, Operating systems, Basic Applications of Computer, Microsoft Office Suite, Internet and Web Browsers, Security and Virus Protection, Computer Networking etc.

(iv) For the Post of Jr. Library Assistant

a) Specific to Library Cadre (75 Questions)

Library Aptitude: Questions will be designed to test the basic knowledge and awareness on recent development in the field of Library and Information Science. The questions may be from all the spheres of library and Information science.

Library Resource Management: Knowledge and application of Procurement of resources including e-resources, Technical processing, Procedures, Statutes & Regulations, various Library operation and Services.

Information Communication Technology: Knowledge of Information Communication Technology (ICT), recent development in the field of ICT with special reference to Library automation Software, Open Source Software, Word Processing Software etc.

Digital Knowledge Repositories: Knowledge of National Digital Library, Role of INFLIBNET, Institutional Repository, Plagiarism, Information retrieval etc

b) Computer Awareness (25 Questions)

Computer Organization, Computer Hardware & I/O Devices, Computer Memory, Software, Computer Languages, Operating systems, Basic Applications of Computer, Microsoft Office Suite, Internet and Web Browsers, Security and Virus Protection, Computer Networking etc.

(v) For the Post of Jr. Laboratory Assistant

a) Based on experiments of the respective subject at UG level: (75 Questions)

As per the subject wise syllabus given in Annexure-II

b) Computer Awareness (25 Questions)

Computer Organization, Computer Hardware & I/O Devices, Computer Memory, Software, Computer Languages, Operating systems, Basic Applications of Computer, Microsoft Office Suite, Internet and Web Browsers, Security and Virus Protection, Computer Networking etc.

6.2. Direct recruitment to the post of Assistant University Section Officer

A. Scheme of Examination:

Paper	No. of Questions (MCQ)	Full Marks	Duration
Paper 1	150	300	3 Hrs.
Paper 2	100	200	2 Hrs.

Note: Persons with Benchmark Disabilities (PwBD) candidates in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy are allowed Compensatory Time of twenty minutes per hour of the examination.

B. Test Components:

I. Paper-1		
Test Component	No. of Questions	Marks
a) Logical and Analytical Reasoning	40	80
b) Quantitative Ability	40	80
c) Data Interpretation	40	80
d) Computer Awareness and Aptitude	30	60
Total	150	300

II. Paper-2			
Test Component		No. of Questions	Marks
a) Verbal Ability & Reading Comprehension (English)	Reading Comprehension (10 Questions)	30	60
	Grammar (10 Questions)		
	Vocabulary (10 Questions)		
b) Verbal Ability & Reading Comprehension (Hindi)	Reading Comprehension (10 Questions)	30	60
	Grammar (10 Questions)		
	Vocabulary (10 Questions)		
c) Higher Education: Policies, Governance, Finance, and Quality Assurance		40	80
Total		100	200

C. Syllabus**I. Paper 1****a) Logical and Analytical Reasoning (40 Questions):**

Analytical Reasoning: Number Series, Letter and Symbol Series, Coding and Decoding, Blood Relations, Clocks and Calendars, Sitting Arrangements, Directions and Distances etc.

Non-Verbal Reasoning: Series, Analogy, Classification, Completion of Figures, Pattern Completion, Rule Detection, Image Analysis etc.

Data Sufficiency: Questions to test the understanding of data and the ability to analyze it to determine if it's sufficient to answer a given question.

Puzzles: Seating Arrangement Puzzles, Circular Arrangement, Linear Arrangement Distribution, Comparison puzzles etc.

Critical Reasoning: Cause and Effect, Statements and Assumptions, Statements and Conclusions etc.

b) Quantitative Ability (40 Questions):

Arithmetic: Number System, HCF and LCM, Percentages, Profit and Loss, Simple and Compound Interest, Ratio and Proportion, Partnership, Time, Speed, and Distance, Time and Work, Averages etc.

Algebra: Basic Algebraic Identities, Linear Equations, Quadratic Equations, Polynomials, Inequalities, Progressions (AP, GP, HP) etc.

Geometry & Mensuration: Lines and Angles, Triangles, Quadrilaterals, Circles, Polygons, Area and Volume of various geometric figures

c) Data Analysis & Interpretation (40 Questions):

Visual Data Analysis: Analysis of Bar Graphs, Line Graphs, Pie Charts, Scatter Plots, Histograms, Venn Diagrams, and more.

Comparative Data Evaluation: Data comparison to draw conclusions, Extracting relevant data to make calculations, Assessing quantitative and qualitative aspects of data sets to solve problems, etc.

Pattern Recognition: The ability to recognize patterns within datasets and applying this skill to draw meaningful conclusions.

Predictive Modeling: Utilizing data interpretation skills to create predictive models, foresee trends, and make informed decisions based on the analysis of various data representations.

Statistical Analysis: Mean, Median, Mode, Probability, Arrangements, Combinations

d) Computer Awareness and Aptitude (30 Questions):

Computer Basics: Introduction to computers and their history, Understanding computer hardware components (CPU, RAM, storage devices), Types of computers (desktops, laptops, servers).

Operating Systems: Basic concepts of operating systems (OS), Overview of popular operating systems: Windows, MacOS, Linux, File management and basic commands.

Software and Applications: Differentiating between system software and application software, Introduction to software installation and updates.

Word Processing Software: Microsoft Word, LibreOffice Writer etc. Text Formatting & Editing, Document Review and Tracking Changes, Mail Merge

Spreadsheet Software: Microsoft Excel, LibreOffice Calc etc. Data

entry, formatting, application of formulas.

Presentation Software: Microsoft PowerPoint, LibreOffice Impress etc, Creation and Formatting of Presentations

Computer Networks and Internet: Basics of Computer Networks, Understanding the Concept of the Internet, Internet Browsers, Effective Use of Search Engines, Email and Communication

Computer Security: Understanding computer viruses, malware, and security threats. Basic Cyber Security practices (password protection, software updates), intellectual property, and copyright laws.

Data Privacy: Basics of data protection and privacy, secure data handling

Emerging Technologies: Awareness of Artificial Intelligence, Machine Learning, IoT etc.

II. Paper-2

a) Verbal Ability & Reading Comprehension-English (30 Questions):

Questions based on English Comprehension Passages -	10 Questions
Questions based on English Vocabulary -	10 Questions
Questions based on English Grammar -	10 Questions

b) Verbal Ability & Reading Comprehension-Hindi (30 Questions):

Questions based on Hindi Comprehension Passages -	10 Questions
Questions based on Hindi Vocabulary -	10 Questions
Questions based on Hindi Grammar -	10 Questions

c) Higher Education: Policies, Governance, Finance, and Quality Assurance (40 Questions):

Overview of Higher Education in India: Historical development, Current state, Key challenges and opportunities.

National Education Policies: India's National Education Policy (NEP) and its key components, Structural reforms for Higher Education Institutions (HEIs). Application of NEP guidelines to HEI operations.

Educational Leadership and Governance: Governance structures in higher education, Decision-making processes and models.

Regulatory Framework: University Grants Commission (UGC) and its role, State Higher Education Councils, Regulatory compliance and quality assurance

Financial Management in Higher Education: Budgeting and financial planning for institutions, Funding sources and grants, Financial sustainability and accountability

Quality Assurance and Accreditation: Accreditation processes and agencies, Quality Indicators and Metrics, Continuous quality improvement

strategies

ICT Integration in Higher Education: Information and Communication Technology (ICT) policies, E-learning platforms and tools, Digital literacy initiatives

Legal Framework in Higher Education (Jharkhand): Acts/ Statutes / Regulations of UGC/MHRD/Jharkhand Government related to Higher Education in the State.

6.3. Limited Departmental Examination for the recruitment of Lower Division Clerk

The scheme of examination and syllabus for Limited Departmental Examination for the recruitment of Lower Division Clerk would be same as that of Direct recruitment Lower Division Clerk as given in Section 6.1.

6.4. Limited Departmental Examination for the recruitment of Assistant University Section Officer:

The scheme of examination and syllabus for Limited Departmental Examination for the recruitment of Assistant University Section Officer would be same as that of Direct recruitment of Assistant University Section Officer as given in Section 6.2.

6.5. There would not be any negative marking in the selection test for direct recruitment or limited departmental examination.

6.6. Qualifying Marks:

A candidate for direct recruitment or limited departmental examination must qualify in each paper separately. The minimum qualifying marks for each paper would be as given below:

Category	Qualifying Marks (%)
General	40%
BC-II	36.5
EBC-I	34%
SC/ST/Women	32%
Adim Janjati	30%

6.7. Merit List:

- Merit list will be prepared on the basis of combined score of paper-1 and paper-2.
- If two or more candidates score equal marks, the date of birth of the candidates will be used as a parameter to resolve tie cases. Candidates with a higher age will be placed higher in the merit list. If both marks and date of birth are the same, the marks obtained in the graduation examination will be considered to determine the merit position
- In the event that the examination is conducted in multiple shifts, the final merit list will be prepared after normalizing the aggregate marks obtained by candidates across all shifts.

CHAPTER-7

7. Leave

The following kinds of leave would be admissible to permanent non-teaching employee other than the leave already prescribed in existing Statute:

7.1. Casual Leave

- (a) The total casual leave granted to an employee shall not exceed 14 days in a calendar year if there are five working days per week, and it shall not exceed 18 days in a calendar year if there are six working days per week.
- (b) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

7.2. Earned Leave

Earned leave will be admissible as per the provisions applicable for the employees of the State Government of Jharkhand.

7.3. Maternity Leave

- (a) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (b) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

7.4. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.



CHAPTER-8

8. Repeal, Saving and Transitory Provisions

- 8.1. The Statutes for Appointment, Qualification and Promotion of Non-Teaching Staff of the University Headquarter and Allied Offices, Constituent Colleges including Constituent Autonomous Colleges as notified vide letter 2148 dated 06.11.2015 (existing statute) is hereby repealed.
- 8.2. Notwithstanding such repeal, all other provisions of existing Statutes under Jharkhand State Universities Act, 2000 (adapted & as amended), that are not dealt under this Statutes shall remain same.
- 8.3. The non-teaching staff working in positions not mentioned in this statute immediately before its commencement will be assigned to positions according to the mapping provided in Annexure-I. Following this placement, the promotional scheme for their remaining service will be governed by this statute.
- 8.4. If any doubt or difficulty arises in giving effect to the provisions of this statute, the State Government reserves the right to remove difficulty/difficulties in the course of implementation of these Statutes.

ANNEXURE-I

Placement of staff working at different posts at the time of notification of this statute to the equivalent posts given in this Statute:

Existing Post		New Post of Placement	
Post	Pay Scale	Post	Pay Matrix Level
Assistant Clerk PB I	5200 to 20200 (GP 1900)	Lower Divisional Clerk [LDC]	Level 2
Correspondence Clerk PB I			
Counter Clerk PB I			
Routine Clerk PB I			
Section Cutter			
Compounder			
Accountant PB I			
Cashier PB I			
Electrician/Mechanic/Carpenter/Plumber			
Driver			
Compounder			
Artist cum Photographer PB I			
LDC			
Assistant Clerk PB II	5200 to 20200 (GP 2400)	Upper Division Clerk (UDC)	Level 4
Assistant PB I			
Calligraphist			
Clerk-Cum-Typist			
Correspondence Clerk PB II			
Counter Clerk PB II			
Store Keeper			
Routine Clerk PB II			
Draft Man			
Calligraphist			
Artist cum Photographer PB II			
Tabla Vadak			
UDC			
Accountant PB II	5200 to 20200 (GP 2400)	Assistant Accountant	Level 4
Cashier PB II			
Junior Account Clerk			
Library Assistant	5200 to 20200 (GP 2400)	Asst. Library Assistant	Level 4
Sorter			
Head Assistant. PB I	5200 to 20200 (GP 2800)	Office Assistant	Level 5
Head Clerk. PB I			
Head Accountant PB I	5200 to 20200 (GP 2800)	Dy. Accountant	Level 5
PTI PB I	5200 to 20200 (GP 2800)	Dy. PTI	Level 5
Assistant Librarian PB I	5200 to 20200 (GP 2800)	Dy. Library Assistant	Level 5
Cataloguer PB I			
Classifier-Cum-cataloguer PB I			

College Assistant Librarian PB I			
Librarian PB I			
Head Assistant. PB II			
Head Clerk. PB II	9300 to 34800 (GP 4200)	Head Clerk	Level 6
PS to VC			
Steno-I			
Auditor/Internal Auditor	9300 to 34800 (GP 4200)	Accountant	Level 6
Head Accountant PB II			
Assistant Librarian PB II	9300 to 34800 (GP 4200)	Library Assistant	Level 6
Cataloguer PB II			
Classifier-Cum-cataloguer PB II			
College Assistant Librarian PB II			
Librarian PB II			
Curator	9300 to 34800 (GP 4200)	Lab Instructor	Level 6
Jr. Lab Assistant			
Jr. Lab In-Charge			
Jr. Lab Instructor			
Jr. Lab Technician			
Lab Assistant			
Lab In-Charge			
Demonstrator PB II			
Research Assistant			
Lab Technician	9300 to 34800 (GP 4200)	PTI	Level 6
PTI PB II			
Assistant PB II	9300 to 34800 (GP 4600)	Office Superintendent	Level 7
Administrative Officer	9300 to 34800 (GP 4800)	Office Superintendent	Level 8
Estate Officer			
Section Officer			
Account & Budget Officer	9300 to 34800 (GP 4800)	Account Officer	Level 8
Internal Auditor			
Development Officer			
Demonstrator (Selection Grade)			
Welfare Officer			
Assistant Engineer			
Accounts and Audit Officer			

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ANNEXURE-II

Syllabus of Paper II for the Direct Recruitment of Lab Instructor (Level 1)

I. PHYSICS

- (i) **Mechanics:** Conservation Laws; Collisions, including impact parameter and scattering cross-section; Center of mass and laboratory systems with the transformation of physical quantities; Rutherford Scattering; Motion of a rocket under a constant force field; Rotating frames of reference and Coriolis force; Motion of rigid bodies; Angular momentum, torque, and precession of a top; Gyroscope; Central forces and motion under the inverse square law; Kepler's Laws; Motion of Satellites (including geostationary orbits); Galilean Relativity; Special Theory of Relativity, including the Michelson-Morley Experiment, Lorentz Transformations, the addition theorem of velocities, variation of mass with velocity, and mass-energy equivalence; Fluid dynamics, including streamlines, turbulence, and Bernoulli's Equation with simple applications.
- (ii) **Thermal Physics:** Laws of Thermodynamics; Entropy; Carnot Cycle; Isothermal and Adiabatic Changes; Thermodynamic Potentials; Maxwell's Relations; The Clausius-Clapeyron Equation; Reversible Cell; Joule-Kelvin Effect; Stefan-Boltzmann Law; Kinetic Theory of Gases, including Maxwell's Distribution Law of Velocities and the Equipartition of Energy; Specific Heats of Gases; Mean Free Path; Brownian Motion; Black Body Radiation; Specific Heat of Solids, including Einstein and Debye Theories; Wien's Law; Planck's Law; Solar Constant; Thermal Ionization and Stellar Spectra; Production of Low Temperatures using Adiabatic Demagnetization and Dilution Refrigeration; Concept of Negative Temperature.
- (iii) **Waves and Oscillations:** Simple Harmonic Motion; Stationary and Travelling Waves; Damped Harmonic Motion; Forced Oscillations and Resonance; Wave Equation with Harmonic Solutions; Plane and Spherical Waves; Superposition of Waves; Phase and Group Velocities; Beats; Huygen's Principle; Interference.
- (iv) **Diffraction:** Fresnel and Fraunhofer Diffraction; Diffraction by a Straight Edge; Single and Multiple Slits; Resolving Power of Gratings and Optical Instruments; Rayleigh Criterion. **Polarization:** Production and Detection of Polarized Light (Linear, Circular, and Elliptical); Laser Sources (Helium-Neon, Ruby, and Semiconductor Diode); Concept of Spatial and Temporal Coherence; Diffraction as a Fourier Transformation; Fresnel and Fraunhofer Diffraction by Rectangular and Circular Apertures; **Holography:** Theory and Applications.

- (v) **Electromagnetism:** Coulomb's Law; Electric Field; Gauss's Law; Electric Potential; Poisson and Laplace Equations for a Homogeneous Dielectric and an Uncharged Conducting Plane; Magnetic Shell; Magnetic Induction and Field Strength; Biot-Savart Law and its Applications; Electromagnetic Induction, including Faraday's and Lenz's Laws; Self and Mutual Inductances; Alternating Currents, including LCR Circuits, Series and Parallel Resonance Circuits, and Quality Factor; Kirchhoff's Laws and their Applications; Maxwell's Equations and Electromagnetic Waves; Transverse Nature of Electromagnetic Waves; Poynting Vector; Magnetic Fields in Matter, including Diamagnetism, Paramagnetism, Ferromagnetism, Antiferromagnetism, and Ferrimagnetism (qualitative approach only).
- (vi) **Modern Physics:** Bohr's Theory of the Hydrogen Atom; Electron Spin; Optical and X-ray Spectra; Stern-Gerlach Experiment and Spatial Quantization; Vector Model of the Atom; Spectral Terms and Fine Structure of Spectral Lines; JJ and LS Coupling; Zeeman Effect; Pauli's Exclusion Principle; Spectral Terms of Two Equivalent and Non-Equivalent Electrons; Gross and Fine Structure of Electronic Band Spectra; Raman Effect; Photoelectric Effect; Compton Effect; de Broglie Waves; Wave-Particle Duality and the Uncertainty Principle; Schrödinger Wave Equation with Applications to (i) Particle in a Box, (ii) Motion Across a Step Potential, (iii) One-Dimensional Harmonic Oscillator (Eigenvalues and Eigenfunctions); Uncertainty Principle; Radioactivity, including Alpha, Beta, and Gamma Radiations; Elementary Theory of Alpha Decay; Nuclear Binding Energy; Mass Spectroscopy; Semi-Empirical Mass Formula; Nuclear Fission and Fusion; Elementary Reactor Physics; Elementary Particles and Their Classification; Strong, Weak, and Electromagnetic Interactions; Particle Accelerators, including Cyclotron and Linear Accelerators; Elementary Ideas of Superconductivity.
- (vii) **Electronics:** Band Theory of Solids (Conductors, Insulators, and Semiconductors); Intrinsic and Extrinsic Semiconductors; PN Junction; Thermistors; Zener Diodes and Transistors for Rectification, Amplification, Oscillation, Modulation, and Detection of RF Waves; Transistor Receiver; Television; Logic Gates.

II. CHEMISTRY

- (i) **Atomic Structure, Periodic Properties, and Chemical Bonding:** de Broglie waves, Heisenberg Uncertainty Principle, Schrödinger Equation, quantum numbers, orbital shapes, electronic configuration, periodic trends (atomic/ionic radii, ionization energy, electron affinity, electronegativity), and chemical bonding (VB, VSEPR, MO theories, resonance, hydrogen bonds, Van der Waals forces). Ionic solids: Born-Haber cycle, Fajans' Rule.
- (ii) **Gaseous States:** Kinetic theory, deviations from ideal gas behavior (Van der Waals equation), critical constants, molecular velocities (r.m.s., average, most probable), Maxwell's distribution.
- (iii) **Solid State:** Space lattice, unit cells, X-ray diffraction, Bragg's equation, coordination number, defects in crystals, and properties of semiconductors and superconductors.
- (iv) **Thermodynamics:** Laws of thermodynamics, state functions (E, H, S, G), Gibbs-Helmholtz equation, entropy changes in gases, Hess's law, bond energy.
- (v) **Chemical Kinetics and Catalysis:** Reaction rates, order and molecularity, rate equations (zero, first, second order), Arrhenius equation, activation energy, catalysis and its theories.
- (vi) **Electrochemistry:** Conductance in electrolytes, Kohlrausch's law, Arrhenius theory, weak/strong electrolytes, Ostwald's dilution law, Galvanic cells, Nernst equation, concentration cells, pH, buffer solutions.
- (vii) **Transition and Inner Transition Metals:** General characteristics, coordination chemistry, VB and crystal field theories, metal complexes, lanthanides, actinides.
- (viii) **Non-aqueous Solvents:** Types, properties, and reactions in non-aqueous solvents (liquid NH₃, SO₂).
- (ix) **Photochemistry:** Interaction of radiation with matter, photochemical laws (Grothus-Draper, Stark-Einstein), Jablonski diagram, fluorescence, phosphorescence.
- (x) **Acids and Bases:** Hard and soft acids/bases (HSAB concept), acid-base strength, hardness, softness, electronegativity.
- (xi) **Structure and Bonding:** Hybridization, bond lengths/angles, resonance, hyperconjugation, aromaticity, inductive effects, hydrogen bonding.
- (xii) **Organic Reaction Mechanisms:** Types of reagents (carbocations, nucleophiles), reactive intermediates (carbocations, carbanions, free radicals), addition, substitution, and elimination reactions.

(xiii) Stereochemistry: Isomerism, optical isomerism, molecular chirality, enantiomers, diastereomers, configuration rules (D & L, R & S), geometric isomerism (E & Z).

(xiv) Organometallic Compounds: Organometallics of Mg, Li, Zn, their preparation and applications.

(xv) Organic Synthesis via Enolates: Acidity of α -hydrogens, preparation, properties, synthetic applications of diethyl malonate, ethyl acetoacetate.

(xvi) Carbohydrates: Classification, interconversion of glucose/fructose, anomers, epimers, glycosides, mutarotation.

(xvii) Polymers: Polymerization (addition, condensation), types (polyesters, polyamides, phenolic resins), natural/synthetic rubbers, silicones, phosphazenes.

(xviii) Organic Compounds Study: (a) Alkanes and Cycloalkanes: Preparation, properties, Baeyer's strain theory. (b) Alkenes, Cycloalkenes, Dienes, Alkynes: Mechanisms of dehydration, hydrogenation, electrophilic/nucleophilic additions. (c) Arenes and Aromaticity: Huckel rule, aromatic substitution mechanisms.

(xix) Selected Organic Reactions: Pinacol rearrangement, aldol reaction, Perkin reaction, Cannizzaro's reaction, Friedel-Crafts reaction.

(xx) Spectroscopy: Basic principles and applications of UV, IR, NMR, mass spectroscopy.

III. ZOOLOGY

(i) General Zoology and Classification:

- Survey and classification of animal phyla.
- Relationship among major animal groups.

(ii) Protozoa:

- Structure, bionomics, and life history of Paramecium, Monocystis, Plasmodium (malarial parasite), Trypanosoma, and Leishmania.
- Locomotion, nutrition, and reproduction in protozoa.

(iii) Porifera:

- Canal system, skeleton, and reproduction.

(iv) Coelenterata:

- Structure and life history of Obelia and Aurelia, polymorphism, coral formation, metagenesis, and phylogenetic relationships.

(v) Helminths:

- Structure and life history of Planaria, Fasciola, Taenia, and Ascaris. Parasitic adaptations and relevance to human health.

(vi) Annelida:

- Structure and biology of Nereis, earthworm, and leech; coelom and metamerism.

(vii) Arthropoda:

- Structure and biology of Palaemon, Scorpion, and Cockroach; larval forms, respiration, vision, social life, and metamorphosis in arthropods.

(viii) Mollusca:

- Structure and biology of Unio, Pila; Oyster culture and pearl formation; Cephalopods; Torsion and Detorsion in Gastropoda.

(ix) Echinodermata:

- General organization, larval forms, and affinities.

(x) Chordates:

- Classification and relationships among protochordates, fishes, amphibians, reptiles, birds, and mammals.
- Comparative anatomy of vertebrate systems (integument, heart, aortic arches, kidney, brain).

(xi) Environment and Ecology:

- Abiotic and biotic factors, biogeochemical cycles, ecological succession, biomes, and ecosystems.
- Adaptations to freshwater, marine, and terrestrial habitats; pollution and wildlife conservation.

(xii) Ethology:

- Types of animal behavior, role of hormones and pheromones, biological rhythms, and neuro-endocrine control.

(xiii) Biostatistics:

- Sampling methods, frequency distribution, central tendency, standard deviation, correlation, regression, chi-square, and t-test.

(xiv) Economic Zoology:

- Parasitism, host-parasite relationships, insect pests, beneficial insects.
- Pisciculture, apiculture, sericulture, lac culture, pearl and prawn culture.

(xv) Cell Biology, Genetics, Evolution, and Systematics:

- Structure and function of cells and organelles, cell division, genetics, DNA structure, gene expression, Mendelian laws, mutation, evolution, and systematic classification.

(xvi) Biochemistry, Physiology, and Embryology:

- Structure of biomolecules, enzyme action, metabolism, and hormonal regulation.
- Physiology of mammals: blood, respiration, excretion, temperature regulation, nervous and muscular systems, digestion, and reproductive systems.
- Embryology: gametogenesis, fertilization, development, placentation, organogenesis, cloning, and aging.

IV. BOTANY

- (i) **Microbiology and Plant Pathology:** Viruses, bacteria, Plasmids: Structure and reproduction. General account of infection, phytoimmunology. Application of microbes in agriculture, industry, medicine and pollution control in air, soil and water. Important plant diseases in India with special reference to Jharkhand State caused by virus, bacteria, mycoplasma and fungi. Mode of infection and dissemination. Physiology of parasitism and methods of control. Myco-toxin.
- (ii) **Cryptogams:** Range of structure and reproduction, and evolutionary aspects. Ecology and economic importance of algae, fungi bryophytes and pteridophytes.
- (iii) **Phanerogams:** Anatomy: meristem and secondary growth. Embryology: Micro- and megasporogenesis, fertilization, endosperm, apomixis and polyembryony. Palynology and its application. Comparison of the system of classification of angiosperms. Modern trends in bio- systematics. Taxonomic and economic importance of cycadaceae, Pinaceae, Gnetaceae, Magnoliaceae, Ranunculaceae, Brassicaceae, Rosaceae, Leguminosae, Euphorbiaceae, Malvaceae, Dipterocarpaceae, Umbelliferae, Asclepiadaceae, Verbenaceae, Solanaceae, Rubiaceae, Cucurbitaceae, Asteraceae, Poaceae, Arecaceae (Palmae) Liliaceae, Musaceae and Orchidaceae.
- (iv) **Plant utility and Exploitation:** Origin of cultivated plants. Study of plant as a source of food, fodder, forage, fatty oils, wood and timber, fibre, paper, rubber, beverage, alcohol, drugs, narcotics, resin and gums, essential oils, dyes, mucilage, insecticides and pesticides, plant indicators, ornamentation; and energy plantation with special knowledge about the conservation of forests of Jharkhand.
- (v) **Morphogenesis:** Polarity, symmetry, Plant tissue culture technique, differentiation and dedifferentiation of cells and organs, totipotency. Factors of morphogenesis. Protoplast culture and somatic hybridization. Applications of protoplast cell, tissue and organ culture.
- (vi) **Cell Biology:** General knowledge of modern tools and techniques in the study of cytology. Prokaryotic and eukaryotic cell-ultra-structure details. Function of the organelles including membranes. Detailed studies of cell division-Mitosis and Meiosis. Numerical and structural variation in chromosomes and its significance.

Study of polytene and lamp brush chromosome-structure, behaviour, cytological significance.
- (vii) **Genetics and Evolution:** Development of genetics, gene concept. Mendelism, post- mendelian development, Structure and role of nucleic acids. Genetic code and regulation of gene expression. Mutation and evolution, Polyploidy and its role in evolution and plant breeding. Multiple factors, linkage and crossing over, Gene mapping, Sex chromosome and sex-linked inheritance. Male Sterility, its significance in plant breeding. Cytoplasmic inheritance, Elements of human genetics. Transgenesis, genetic engineering, organic evolution-evidences, mechanism and theories. Plant genetic resources and their conservation.

- (viii) **Physiology and Biochemistry:** Detailed studies of plant, soil, and water relations. Mineral nutrition and ion transport. Mineral deficiencies. Photosynthesis. mechanism and importance. Photosystem I and II, photorespiration. Respiration and fermentation. Nitrogen fixation and nitrogen metabolism. Protein synthesis. Enzymes, importance of secondary metabolites. Phytochromes. Physiology of flowering. Growth substances, their chemical nature and application in agriculture and horticulture. Agrochemicals. Stress physiology, dormancy, storage and germination of seeds.
- (ix) **Ecology:** Ecological factors, concepts and dynamics of community. Plant succession. Concept of biosphere, Conservation of ecosystem. Pollution and its control. Forest types of India. Afforestation, deforestation, social forestry, and endangered endemic plant with special reference to Jharkhand.

V. GEOLOGY

- (i) **General Geology:** The Solar System, meteorities, origin and interior of the earth. Radioactivity and age of earth; Volcanoes-causes and products, volcanic belts. Earthquakes-causes, effects, earthquake belts, seismicity of India, intensity and magnitude, seismographs. Island arcs, deep sea trenches and mid-ocean ridges. Continental drift-evidences and mechanics; sea-floor spreading, plate tectonics. Isostasy, orogeny and epeirogeny. Continents and oceans.
- (ii) **Geomorphology and Remote Sensing:** Basic concepts of geomorphology. Weathering and mass wasting. Landforms, slopes and drainage. Geomorphic cycles and their interpretation, Morphology and its relation to structures and lithology. Applications of geomorphology in mineral prospecting, civil engineering, hydrology and environmental studies. Geomorphology of Indian sub-continent.

Aerial photographs and their interpretation merits and limitations. The Electromagnetic Spectrum. Orbiting satellites and sensor systems. Indian Remote Sensing Satellites. Satellites data products. Applications of remote sensing in geology. The Geographic Information System and its applications. Global Positioning System.
- (iii) **Structural geology:** Principles of geologic mapping and map reading, projection diagrams, stress and strain ellipsoid and stress-strain relationships of elastic, plastic and viscous materials. Strain markers in deformed rocks. Behaviour of minerals and rocks under deformation conditions. Folds and faults classification and mechanics. Structural analysis of folds, foliations, lineations, joints and faults, unconformities. Superposed deformation. Time – relationship between crystallization and deformation. Introduction to petro- fabrics.
- (iv) **Paleontology:** Species definition and nomenclature. Megafossils and Microfossils. Modes of preservation of fossils. Different kinds of micro fossils. Application of microfossils in correlation, petroleum exploration, paleo-climatic and pale oceanographic studies, Morphology, geological history and evolutionary trend in Cephalopoda, Trilobita, Brachiopoda, Echinoida and Anthozoa, Stratigraphic utility of Ammonoidea, Trilobita and Graptoloidea, Evolutionary trend in Hominidae, Equidae and Proboscidae. Siwalik fauna, Gondwana flora and its importance.
- (v) **Stratigraphy and Geology of India:** Classification of stratigraphic sequences: lithostratigraphic, biostratigraphic, chronostratigraphic and magnetostratigraphic and their interrelationships. Distribution and classification of Precambrian rocks of India. Study of stratigraphic distribution and lithology of Phanerozoic rocks of India with reference to fauna, flora and economic importance. Major boundary problems - Cambrian/ Precambrian, Permian/ Triassic, Cretaceous/ Tertiary and Pliocene/ Pleistocene. Study of

climatic conditions, paleogeography and igneous activity in the Indian subcontinent in the geological past. Tectonic framework of India. Evolution of the Himalayas.

- (vi) **Hydrogeology and Engineering Geology:** Hydrologic cycle and genetic classification of water. Movement of subsurface water, Springs. Porosity, permeability, hydraulic conductivity, transmissivity and storage coefficient, classification of aquifers. Water-bearing characteristics of rocks. Groundwater chemistry. Salt water intrusion. Types of wells. Drainage basin morphometry. Exploration for groundwater.

Groundwater recharge. Problems and management of groundwater, Rainwater harvesting. Engineering properties of rocks. Geological investigations for dams, tunnels and bridges. Rock as construction material. Alkali-aggregate reaction. Landslides causes, prevention and rehabilitation. Earthquake-resistant structures.

- (vii) **Mineralogy:** Classification of crystals into systems and classes of symmetry. International system of crystallographic notation. Use of projection diagrams to represent crystal symmetry. Crystal defects. Elements of X-ray crystallography.

Petrological microscope and accessories. Optical properties of common rock forming minerals. Pleochroism, extinction angle, double refraction, birefringence, twinning and dispersion in minerals.

Physical and chemical characters of rock forming silicate mineral groups. Structural classification of silicates. Common minerals of igneous and metamorphic rocks. Minerals of the carbonate, phosphate, sulphide and halide groups.

- (viii) **Igneous and Metamorphic Petrology:** Generation and crystallisation of magma. Crystallisation of albite-anorthite, diopside-anorthite and diopside-wollastonite-silica systems. Reaction principle. Magmatic differentiation and assimilation. Petrogenetic significance of the textures and structures of igneous rocks. Petrography and petrogenesis of granite, syenite, diorite, basic and ultrabasic groups, charnockite, anorthosite and alkaline rocks. Carbonatites. Deccan volcanic province.

Types and agents of metamorphism. Metamorphic grades and zones. Phase rule. Facies of regional and contact metamorphism. ACF and AKF diagrams. Textures and structures of metamorphic rocks. Metamorphism of arenaceous, argillaceous and basic rocks. Minerals assemblages, Retrograde metamorphism. Metasomatism and granitisation, migmatites, granulite terrains of India.

- (ix) **Sedimentology:** Sedimentary rocks: Processes of formation, diagenesis and

lithification, Properties of sediments. Clastic and non-clastic rocks-their classification, petrography and depositional environment, Sedimentary facies and provenance. Sedimentary structures and their significance. Heavy minerals and their significance. Sedimentary basins of India.

- (x) **Economic Geology:** Ore, ore minerals and gangue, tenor of ore, classification of ore deposits. Process of formation of minerals deposits. Controls of ore localisation. Ore textures and structures, Metallogenic epochs and provinces, Geology of the important Indian deposits of aluminium, chromium, copper, gold, iron, lead, zinc, manganese, titanium, uranium and thorium and industrial minerals. Deposits of coal and petroleum in India. National Mineral Policy. Conservation and utilization of mineral resources. Marine mineral resources and Law of Sea.
- (xi) **Mining Geology:** Methods of prospecting-geological, geophysical, geo-chemical and geo-botanical, Techniques of sampling. Estimation of reserves of ore, Methods of exploration and mining metallic ores, industrial minerals and marine mineral resources. Mineral beneficiation and ore dressing.
- (xii) **Geochemistry and Environmental Geology:** Cosmic abundance of elements, Composition of the planets and meteorites, Structure and composition of earth and distribution of elements, Trace elements, Elements of crystal chemistry - types of chemical bonds, coordination number, Isomorphism and polymorphism, Elementary thermodynamics. Natural hazards-floods, landslides, coastal erosion, earthquakes and volcanic activity and mitigation, Environmental impact of urbanization, open cast mining, industrial and radioactive waste disposal, use of fertilizers, dumping of mine waste and fly-ash. Pollution of ground and surface water, marine pollution, environment protection-legislative measures in India.

VI. GEOGRAPHY

(i) Geomorphology:

Factors controlling landform development, Endogenetic and exogenetic forces, Origin and evolution of the earth's crust, Plate tectonics, Vulcanicity, Earthquakes and tsunamis, Concepts of geomorphic cycles, Denudation chronology, Channel morphology, Erosion surfaces, Slope development, Applied geomorphology.

(ii) Climatology:

Temperature and pressure belts, Heat budget of the earth, Atmospheric circulation, Stability and instability, Monsoons and jet streams, Cyclones, Types and distribution of precipitation, Global climatic change, Applied climatology.

(iii) Oceanography:

Bottom topography, Temperature and salinity, Ocean deposits, Waves, currents and tides, Marine resources, Coral reefs and bleaching, Sea-level changes, Law of the sea, Marine pollution.

(iv) Biogeography:

Genesis of soils, Soil classification and distribution, Soil erosion and conservation, World distribution of plants and animals, Deforestation, Conservation, Social forestry, Agroforestry, Wildlife, Major gene pool centres.

(v) Environmental Geography:

Principles of ecology, Human impact on ecology, Ecosystem management and conservation, Biodiversity, Environmental degradation and management, Environmental hazards and policies, Sustainable development.

(vi) Perspectives in Human Geography:

Areal differentiation, Regional synthesis, Environmentalism, Quantitative revolution, Cultural regions, Human Development Index.

(vii) Economic Geography:

World economic development, Resource distribution, Energy crisis, Agricultural regions, Food security, World industries, Patterns of world trade.

(viii) Population and Settlement Geography:

World population growth and distribution, Migration, Population theories, Social well-being, Types and patterns of rural settlements, Urban morphology, Problems of urbanization, Sustainable development.

(ix) Regional Planning:

Concepts and types of regions, Growth centres and poles, Regional imbalances, Planning for sustainable development.

(x) Models, Theories and Laws in Human Geography:

Malthusian, Marxian and demographic transition models, Central Place theories, Von Thunen's agricultural location model, Weber's industrial location model, Rostow's stages of growth, Heartland and Rimland theories.

(xi) Physical Setting:

Structure and relief, Drainage systems, Physiographic regions, Mechanism of Indian monsoons, Climatic regions, Natural vegetation, Soil types.

(xii) Agriculture:

Infrastructure (irrigation, seeds, fertilizers), Land reforms, Cropping patterns, Agricultural productivity, Green revolution, Livestock resources, Aquaculture, Agricultural regionalization.

(xiii) Industry:

Evolution of industries, Locational factors, Industrial regionalization, New industrial policies, Special Economic Zones, Tourism.

(xiv) Transport, Communication and Trade:

Transport networks, Growing importance of ports, Trade balance and policy, Developments in communication and information technology, Indian space programme.

VII. PSYCHOLOGY

- (i) **Introduction:** Definition of Psychology, Relationship of psychology to other social and natural sciences, Application of Psychology to societal problem, Psychology's historical roots and current tendencies in the twenty-first century
- (ii) **Methods of Psychology:** Psychology and scientific methods Descriptive, evaluative, diagnostic, and prognostic research, Experimental and non-experimental design characteristics; quasi-experimental designs, Focussed group discussions, brain storming, grounded theory approach, Surveys, observations, case studies, and experiments were used as research methods. Psychological research's major milestones (problem statement, hypothesis formulation, research design, sampling, tools of data collection, analysis and interpretation and report writing).
- (iii) **Research methods:** Item response theory and statistical procedures (t-test, two-way ANOVA, correlation and regression, and factor analysis): Methods of data collecting; Fundamental versus applied research (interview, observation, questionnaire and case study). Research Designs (Ex-post facto and experimental), Cultural influences on socialisation; Life span development—characteristics, developmental activities, and fostering psychological well-being across key life stages
- (iv) **Growth and Development:** Development of Human Behaviour; Developmental Principles; The Role of Genetic and Environmental Factors in Human Behavior
- (v) **Sensation, Attention and Perception:** Concepts of threshold, absolute and differential thresholds, signal detection, and vigilance are all used to describe the sensation, Attention is influenced by a variety of factors, including the stimulus's set and qualities. Perception's definition and concept, as well as biological variables that influence perception, Perceptual organization—the influence of previous experiences, perceptual defence—a factor influencing the perception of space and depth, size estimation, and perceptual readiness—are all factors that influence the perception of space and depth. The plasticity of perception, Extrasensory perception, Culture and perception, Subliminal perception
- (vi) **Learning:** Learning theories and concepts (Behaviourists, Gestalt List and Information processing models). Programmed learning, probabilistic learning, self-instructional learning, concepts, kinds, and reinforcement schedules, escape, avoidance, and punishment, modelling, and social learning are all examples of programmed learning. The processes of extinction, discrimination and generalisation.
- (vii) **Memory:** Short-term memory, long-term memory, sensory memory, and iconic memory are all examples of encoding and remembering. Levels of processing in echoic memory: the Multistore model, Organization and

Mnemonic techniques to improve memory, Deterioration, interference, and retrieval failure as theories of forgetting: Metamemory, Anterograde and retrograde amnesia.

- (viii) **Thinking and Problem Solving:** Piaget's theory of cognitive development, Concept formation processes, Information processing, reasoning, and problem-solving are all important skills to have. Factors that aid and obstruct issue resolution, Problem-solving techniques include creative thinking and the encouragement of creativity. Recent trends in decision-making and judgement; factors influencing decision-making and judgement.
- (ix) **Motivation and Emotion:** Motivation and emotion have a psychological and physiological basis. Motivation and emotion measurement; motivation and emotion effects on behaviour, Extrinsic and intrinsic motivation, Factors influencing intrinsic motivation, Emotional competence and the related issues
- (x) **Intelligence and Aptitude:** Concept of intelligence and aptitude-Spearman, Thurstone, Guilford Vernon, Sternberg, and J.P. Das, Nature and theories of intelligence, Emotional intelligence, social intelligence, intelligence and aptitude testing, the notion of I Q variation I Q, and I Q constancy, Multiple intelligence measurement; fluid intelligence versus crystallised intelligence
- (xi) **Personality:** Personality definition and concept; Personality theories (psychoanalytical, socio-cultural, interpersonal, developmental, humanistic, behaviouristic, trait and type approaches), Measurement of personality (projective tests, pencil-paper test), Personality development in India; Personality development training, Latest approaches like big 5-factor theory, The notion of self in different traditions.
- (xii) **Attitudes, Values and Interests:** Definitions of attitudes, values and interests, Components of attitudes, Formation and maintenance of attitudes. Measurement of attitudes, values and interests. Theories of attitude change and ways of promoting values are discussed. Stereotypes and prejudices are formed. Changing other people's behaviour, attribution theories, and current developments
- (xiii) **Language and Communication:** Properties, structure, and linguistic hierarchy of human language The critical period theory and language acquisition—predisposition, Skinner and Chomsky's theories of language development; process and forms of communication—effective communication training
- (xiv) **Issues and Perspectives in Modern contemporary Psychology:** Artificial intelligence; Computer application in the psychological laboratory and psychological testing, The study of consciousness is known as psycho cybernetics. Dreams, stimuli deprivation, meditation, and hypnotic/drug-induced states are all examples of sleep-wakeschedules. Simulation research; extrasensory perception; intersensory perception

VIII. HOME SCIENCE

(i) Food Science and Nutrition:

- Basics of food groups and nutrients: Carbohydrates, proteins, fats, vitamins, minerals, and water.
- Nutritional requirements across different life stages: Infants, children, adolescents, adults, pregnant and lactating women, elderly.
- Food composition and dietary sources.
- Methods of food preparation, preservation, and storage.
- Food safety and hygiene practices in the lab.
- Common nutritional deficiencies and their prevention.
- Assessment of nutritional status: Techniques and tools.

(ii) Textiles and Clothing:

- Types of fibers: Natural and synthetic, their properties and uses.
- Fabric construction: Weaving, knitting, and non-woven fabrics.
- Principles of clothing construction: Pattern making, cutting, and stitching.
- Care and maintenance of textiles: Laundry, stain removal, and fabric storage.
- Basics of dyeing and printing techniques.
- Textile testing and quality control.
- Consumer education in textiles and clothing.

(iii) Human Development and Family Studies:

- Developmental stages: Physical, cognitive, emotional, and social development from infancy to old age.
- The role of family in development: Parenting styles, family dynamics, and communication.
- Early childhood education: Curriculum planning, learning materials, and teaching methods.
- Adolescent issues: Peer pressure, identity, and career planning.
- Elderly care: Physical and mental health needs, retirement planning, and social security.
- Family welfare programs and policies.

(iv) Resource Management:

- Household resource management: Planning, organizing, and budgeting.
- Time and energy management in the home.
- Principles of home decoration: Space planning, color schemes, furniture arrangement, and lighting.
- Household equipment: Selection, use, care, and maintenance.
- Waste management and recycling practices.
- Consumer rights and responsibilities.

(v) Extension Education:

- Principles and methods of extension education.

- Communication techniques in extension work.
- Planning and execution of extension programs.
- Role of Home Science in community development.
- Use of audiovisual aids in teaching and extension.
- Evaluation of extension programs and their impact on society.

(vi) Home Science Lab Management:

- Organization and maintenance of Home Science laboratories.
- Safety protocols and emergency procedures in the lab.
- Inventory management: Procurement, storage, and maintenance of lab equipment and materials.
- Record keeping and documentation of lab activities.
- Supervision and guidance of students during lab work.
- Effective utilization of lab resources for practical teaching.

(vii) Research Methodology in Home Science:

- Basics of research design: Types, sampling techniques, and data collection methods.
- Statistical tools and techniques for data analysis.
- Writing research proposals and reports.
- Ethical considerations in research.
- Recent trends and developments in Home Science research.

IX. ANTHROPOLOGY

(i) Introduction to Anthropology:

- Definition, scope, and branches of anthropology.
- Historical development of anthropology as a discipline.
- Relationship of anthropology with other sciences: Biology, sociology, psychology, and history.
- Basic concepts: Culture, society, evolution, adaptation, and variation.

(ii) Physical Anthropology:

- Human evolution: Major fossil finds and their significance.
- Primate anatomy: Comparative study of primate skeletons.
- Human osteology: Identification and classification of human bones, age and sex determination.
- Human genetics: Mendelian inheritance, genetic markers.
- Anthropometry: Techniques and methods for measuring the human body.

(iii) Archaeological Anthropology:

- Methods of archaeological excavation: Techniques of stratigraphy and grid systems.
- Analysis and interpretation of artifacts: Stone tool typology, pottery analysis.
- Dating methods: Relative and absolute techniques.
- Basics of site survey and mapping.

(iv) Cultural Anthropology:

- Ethnography: Methods of data collection, participant observation, and fieldwork ethics.
- Study of kinship, marriage, and family systems.
- Social organization and cultural institutions.
- Cultural change and globalization.

(v) Forensic Anthropology:

- Role of anthropology in forensic investigations: Identification of human remains, personal identification.
- Techniques for identifying human remains: Age estimation, sex determination, and stature estimation.
- Analysis of trauma and pathology in skeletal remains.
- Legal and ethical issues in forensic anthropology.

(vi) Anthropological Research Methods:

- Research design in anthropology: Formulating research questions, hypotheses, and research objectives.
- Qualitative and quantitative research methods: Participant observation, structured interviews, and statistical analysis.

- Techniques of data collection: Sampling methods, survey design, and ethnographic data collection.
- Data analysis: Statistical tools and interpretation.

(vii) Laboratory Management:

- Organization and maintenance of an anthropology lab.
- Handling and storage of anthropological specimens and artifacts.
- Safety protocols and emergency procedures in the lab.
- Supervision and training of students in lab techniques.

(viii) Applied Anthropology:

- Role of anthropology in solving contemporary social problems: Public health, education, and cultural heritage preservation.
- Applications of anthropology in public health and development.
- Anthropology in business, industry, and education.

(ix) Advanced Topics in Anthropology:

- Molecular anthropology: DNA analysis and genetic diversity.
- Paleoanthropology: Techniques in fossil analysis and understanding hominin behavior.
- Indigenous knowledge systems: Traditional ecological knowledge and cultural resilience.

X. COMPUTER SCIENCE

(i) Introduction to Computer & Operating System:

- **Basics of Computers:**
 - Definition, characteristics, generations, and applications.
 - Overview of computer components: CPU, memory, storage, I/O devices.
- **Number Systems:**
 - Decimal, binary, octal, hexadecimal systems.
 - Conversion and arithmetic operations on binary numbers.
 - Character encoding schemes: ASCII, Unicode.
- **Computer Organization:**
 - Memory hierarchy: Registers, cache, RAM, secondary storage.
 - Basics of input/output devices and their functions.
- **Disk Organization:**
 - Disk storage capacity, file systems, disk partitioning.
- **Software:**
 - Types of software: System, application, and utility software.
 - Operating systems: Multitasking, multi-user, time-sharing concepts.
- **Operating Systems:**
 - Overview of MS-DOS, Windows, UNIX, Linux.
 - Basics of file management and command-line interface in LINUX/UNIX.

(ii) Overview of Programming:

- **Problem-Solving with Computers:**
 - Steps in problem-solving, algorithm types (searching, sorting).
- **Basics of C Programming:**
 - C program structure, control statements, loops, and functions.
- **Data Structures:**
 - Introduction to arrays, linked lists, stacks, and queues.

(iii) PC Software:

- **Microsoft Office Suite:**
 - Microsoft Word: Document formatting and templates.
 - Microsoft Excel: Formulas, pivot tables, and charts.
 - Microsoft PowerPoint: Slide creation and multimedia integration.
- **Desktop Publishing and Graphics Software:**
 - Basics of PageMaker, CorelDraw, and Photoshop.

(iv) Database Management System & Applications:

- **Database Concepts:**
 - DBMS vs. file-oriented data management, DBMS architecture.
- **Relational Model:**
 - Keys, normalization, and relational algebra operations.
- **SQL Queries:**
 - Basic SQL commands (DDL, DML), joins, and subqueries.
- **FoxPro:**
 - Basic database creation, manipulation, and scripting.

(v) Object-Oriented Programming:

- **Introduction to OOP:**
 - Principles of OOP: Encapsulation, inheritance, polymorphism.

- **C++ Programming:**
 - Class definitions, inheritance, and operator overloading.
 - Basic file handling and exception handling.

(vi) Digital Devices:

- **Logic Gates and Flip-Flops:**
 - Types of logic gates, basic flip-flops (SR, D, JK).
- **Memory Types:**
 - Main memory, cache memory, secondary storage devices.

(vii) Data Communication & Network Management:

- **Basics of Data Communication:**
 - Data transmission modes, communication media, modems.
- **Networking Concepts:**
 - Network topologies, OSI model, TCP/IP protocols.
- **LAN Management:**
 - Components of LAN, network security basics.

(viii) Internet & Web Technologies:

- **Internet Basics:**
 - Evolution, IP addressing, DNS, basic internet protocols.
- **World Wide Web (WWW) and Web Publishing:**
 - HTML and CSS basics, introduction to JavaScript.
 - Web security basics: SSL, firewalls.

(ix) Programming with Visual Basic:

- **Visual Basic Environment:**
 - Basics of VB IDE, creating forms, and handling events.
- **Programming Concepts:**
 - Control structures, file handling, and custom dialog boxes.

(x) System Analysis & Design:

- **System Concepts and SDLC:**
 - System characteristics, phases of SDLC.
- **Structured Analysis Tools:**
 - Data flow diagrams, decision tables.
- **Quality Assurance:**
 - System testing techniques, basic quality assurance practices.

(Note: The syllabus for other Subjects not mentioned in this appendix will be provided by the University along with the requisition.)

ANNEXURE-III

Annual Performance Assessment Report

For

**Non- Teaching Staffs in the University Headquarter & their Allied Offices including
Constituent/ Constituent Autonomous Colleges (Group B & C)**

Of

STATE UNIVERSITIES OF JHARKHAND

Name of the Officer/Employee: _____

Employee ID: _____

Report for the period from _____

Part- 1

PERSONAL DATA

- 1 Name of Employee
- 2 Designation
- 3 Date of Birth (DD/MM/YY)/...../.....
(In words).....
- 4 Whether the employee belongs to Scheduled Caste/ST/EBC-I/BC-II/EWS?:
- 5 Date of continuous appointment to the present grade:
Date.....
GP.....
- 6 Period of Absence from duty (on Training, leave etc.) during the year:

Part- 2

SELF APPRAISAL

(To be filled in by the Employees reported upon)

(Please read carefully the instructions before filing the entries)

1. **Brief description of duties**

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2. a) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

- b) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself, eight to ten items of work in the order of priority for the next year of assessment.

--

3. A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature of official reported upon

Part- 3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest and 10 to the highest.

(Please read carefully the guidelines before filing the entries)

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
5. APARs graded between 4 and 6 short of 6 will be rated as 'good' and will be given a score of 5.
6. APARs graded below 4 will be given a score of zero.

(A) Assessment of Work Output (weightage to this section would be 40%)

	Reporting Authority	Reviewing Authority Refer Para 2 of part-5	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

(B) Assessment of Personal Attributes (weightage to this would be 30%)

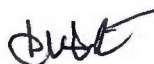
	Reporting Authority	Reviewing Authority Refer Para 2 of part-5	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

(C) Assessment of Functional Competency (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority Refer Para 2 of part-5	Initial of Reviewing Authority
i) Technical knowledge of Rules/procedures in the area of function and ability to apply the correctly			
ii) Knowledge of Rules/ Regulations/ Procedures in the area of function			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

Signature of the Reporting Officer

Signature of the Reviewing Officer



Part- 4

GENERAL

1. Relations with the stakeholders (wherever applicable)
(Please comment on the Employees accessibility to the public and responsiveness to their needs)
2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Employees)
3. State of Health
4. Integrity
(Please comment on the integrity of the Officers/Employees)
5. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the Officers/Employees including area of strengths and lesser strengths, extraordinary achievements/ significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.
6. Overall numerical grading on the basis of weightage given in section A, B and C in part- 3 of the report.

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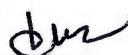
Signature of the Reporting Officer

Place:

Name in Block Letters: _____

Date:

Designation: _____



Part- 5

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements / significant failures of the Officers/Employees reported upon? (Ref: Part- 3(A)(iv) and Part-4(5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initials you entries.

Yes	No
-----	----

3. In case of disagreement, please specify the reasons, Is there anything you wish to modify or add?

4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officers including area of strengths and lesser strengths and his attitude towards weaker sections.

5. Overall numerical grading on the basis of the weightage given in section- A, section- B and section- C in part- 3 of the report

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Signature of the Reviewing Officer

Place:

Name in Block Letters: _____

Date:

Designation: _____

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