

## Ordinance 10 of 2015

### Recruitment Rules for the post of Private Secretary

1	Name of the Post	Private Secretary
2.	Number of Posts	4
3.	Classification	Secretarial Post, Group 'B'
4.	Scale of Pay	Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4800.
5.	Whether selection post or non-selection post	Not applicable for Direct Recruitment/ Deputation. By Selection in case of Promotion.
6.	Age limit for direct recruits	<i>Age: Not more than 45 years.</i> (Relaxable upto 2 years by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	<i>Essential:-</i> <i>Educational &amp; Technical Qualifications:</i> (i) A Bachelor's Degree. (ii) Shorthand Higher/Senior Grade in English [120 words per minute]. (iii) Typewriting Higher/Senior Grade in English [45 words per minute]. (iv) Proficiency in Information & Communication Technology <i>Service Qualification:</i> From Personal Assistant or equivalent with at least 8 years of regular service. Persons working in non-Government organisations are also eligible with requisite experience. <i>Desirable:-</i> Typing in Hindi.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees / Deputationists/ Absorption?	<b>Promotion:</b> Age: No Educational and other Qualification: Yes <b>Deputation:</b> Age: Not more than 45 years Educational Qualification and other Qualification: Yes <b>Absorption:</b> Age: Not more than 48 years.

		Educational Qualification and other Qualification: Yes. (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)
9	Period of Probation, if any	Two years for Direct Recruitment only
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment/Promotion/ Deputation/Absorption. Direct Recruitment will be done through an Online Screening Test and Skill Test in Typing and Shorthand. Persons who have qualified in the Screening Test alone will be called for the Skill Test. (There will be no Interview). Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	<b>Promotion:</b> From Personal Assistant or equivalent with at least 8 years of regular service. <b>Deputation:</b> A person holding analogous post on regular basis (or) at least 8 years' experience as Personal Assistant or equivalent post working in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200 in any Central/ State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. <b>Absorption:</b> A Deputationist who has worked as Private Secretary satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization. The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.
12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	(i) Registrar as Chairperson. (ii) One Campus Director nominated by the Vice Chancellor. (iii) Two nominees of the Vice Chancellor.
13.	Age of superannuation	Age of superannuation: 60 years. For Deputationists, relevant age of the Sponsoring Department/Agency will apply.

14.	Remarks	<p>(1)The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.</p>
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