

Recruitment Rules for the post of Section Officer

1.	Name of the post	Section Officer
2.	Number of Posts	17
3.	Classification	Group B
4.	Scale of Pay	Level 8 under 7 th CPC [Pre revised Rs. 9300-34800 + GP Rs.4800]
5.	Whether Selection post or non-Selection	Selection Post
6.	Age limit for direct recruitment	Not more than 45 years.
7.	Educational and other qualifications required for Direct Recruitment	(i) Educational Qualification: A Bachelor's Degree. (ii) Service Qualification: At least 5 years of work experience in the area of Administration / Establishment / Finance / Vigilance /Legal /Documentation / Academic/Examination in Level 6 under 7 th CPC or equivalent in any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. (iii) Working knowledge of Information & Communication Technology.
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Deputationists	Promotion Age: No Educational Qualifications: Yes Deputation Age: 56 years Educational Qualifications: Yes
9.	Period of probation, if any	Two years for Direct Recruits
10.	Method of recruitment.	By Promotion 50%, failing which by deputation. By Direct Recruitment: 50%. <u>Direct Recruitment</u> : will be done through an Online/Offline Screening Test and Interview. Online/Offline Screening Test is not necessary in the case of Deputation and Promotion (Interview Only). <u>Promotion</u> : From Senior Assistant or equivalent with at least 8 years of regular service subject to assessment by Departmental Promotion Committee. <u>Deputation</u> : A person holding analogous post on regular basis (or) at least 5 years' experience as Senior Assistant or equivalent post working in the area of Administration/ Establishment/ Finance/ Vigilance/ Legal/ Documentation/Academic/ Examination in Level 6 under 7 th CPC or equivalent in any Central/State University or autonomous educational/research institution, Central/State Government or Government undertaking, Port Trust, etc.
11.	If a Selection Committee exists, what is its composition?	(i) Registrar as Chairperson. (ii) One Campus Director nominated by the Vice Chancellor. (iii) Two nominees of the Vice Chancellor.
12.	Remarks	(i) Age of superannuation: 60 years. (ii) For Deputationists, relevant age of the sponsoring

		<p>Department/Agency will apply subject to a maximum of 60 years.</p> <p>(iii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>(iv) The educational qualifications must be from a university/ institution recognized by Statutory Authorities.</p> <p>(v) The decision of IMU regarding the relevancy of educational qualifications and work experience shall be final.</p>
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