

Recruitment Rules for the Post of MTS

1.	IUAC Designation	Multi-Tasking Staff (MTS)
2.	Number of Posts	03
3.	Classification	Group C
4.	Level in the Pay Matrix	01 (Rs.18000/- 56900/-)
5.	Whether Selection or Non Selection Post	N.A.
6.	Age Limit of Direct Recruitment	18-25 years
7.	Educational and other qualifications required for direct recruitment	Essential: Matriculation or equivalent Desirable: (i)10+2 or equivalent and knowledge of computer operations (ii) Ability to read and write in English
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	N.A.
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	100% by direct recruitment through Written test & Skill/Trade test
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Lower Division Clerk

1.	IUAC Designation	Lower Division Clerk (LDC)
2.	Number of Posts	04
3.	Classification	Group C
4.	Level in Pay Matrix	2 (Rs.19900 – Rs.63200)
5.	Whether Selection or Non Selection Post	Non Selection
6.	Age Limit of Direct Recruitment	18-27 years (relaxable for Central & State Govt. Autonomous Bodies Univ. Employees up to 40 years)
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>(i) 12th or equivalent qualification from a recognized Board or University</p> <p>(ii) Three years' work experience in relevant field</p> <p>(iii) Minimum typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on computer</p> <p>Desirable: Graduation in any subject and knowledge of computer operation.</p>
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	Age: No Educational Qualification: Yes. As indicated at column 7
9.	Period of probation (in case of direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	85% by direct recruitment through written and skill/trade test 10% by promotion
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	(i) 10% of the vacancies shall be filled from amongst the Group C category in the Level -1 in the Pay Matrix and who possess 12 th class or equivalent qualification and have rendered 3 years of regular service in the grade (ii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from amongst Group-C employees who have 3 years regular service in the Level -1 in the Pay Matrix
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Assistant

1.	IUAC Designation	Assistant
2.	Number of posts	06
3.	Classification	Group C
4.	Level in the Pay Matrix	4 (Rs.25500- Rs.81100)
5.	Whether Selection or Non Selection Post	Non-selection
6.	Age Limit of Direct Recruitment	18-27 years (relaxable for Central & State Govt. Autonomous Bodies Univ. Employees up to 40 years)
7.	Educational and other qualifications required for direct recruitment	<p>Essential: (i) Bachelor's degree of a recognized university with at least 50% marks (ii) Three years' work experience in the field of Purchase & Stores / Accounts / Establishment in a Univ./ Govt./ Autonomous Body/ reputed Pvt. Firm</p> <p>Desirable: (i) Knowledge of working in Computerized environment</p>
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	N.A.
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	50% by promotion and 50% by direct recruitment Mode of selection for DR: Written and skill/trade test
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	8 years continuous regular service in the Level -2 in the Pay Matrix
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Senior Assistant

1.	IUAC Designation	Senior Assistant
2.	Number of posts	09
3.	Classification	Group B
4.	Level in the Pay Matrix	6 (Rs.35400- Rs.112400)
5.	Whether Selection or Non Selection Post	Non Selection
6.	Age Limit of Direct Recruitment	30 years (relaxable for Central & State Govt. Autonomous Bodies Univ. Employees up to 35 years)
7.	Educational and other qualifications required for direct recruitment	<p>Essential: (i) Bachelor's degree of a recognized university with at least 50% marks (ii) Five years' experience in the field of Purchase & Stores/ Accounts/Establishment in a Univ./ Govt./ Autonomous Body/ reputed Pvt. Firm</p> <p>Desirable: (i) Graduation in Commerce /Economics with 50% marks with SAS or Intermediate in CA and five years' experience of financial matters/ Establishment matters in a Univ./ Govt./ Autonomous Body/ reputed Pvt. Firm OR (ii) Persons having diploma in Personnel Management OR (iii) Persons having diploma in Materials Management</p>
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	N.A.
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	50% by promotion and 50% by direct recruitment Mode of selection for DR: Written and skill/trade test
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	5 years continuous regular service in the Level 4 of Pay Matrix as Assistant
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Section Officer

1.	IUAC Designation	Section Officer
2.	Number of posts	03
3.	Classification	Group B
4.	Level in the Pay Matrix	7 (Rs.44900 – Rs.142400)
5.	Whether Selection or Non Selection Post	Selection
6.	Age Limit of Direct Recruitment	35 years (relaxable up to 40 years for Central & State Govt. Autonomous Bodies Univ. Employees)
7.	Educational and other qualifications required for direct recruitment	<p>Essential: Master's degree with at least 50% marks of a recognized university with five years' experience in Personnel/Purchase & Stores / Finance / Accounts/ General Administration in a University/Govt./ Autonomous Body /reputed Pvt. Firm</p> <p align="center">OR</p> <p>A Bachelor's degree of a recognized university with at least 50% marks and 8 years of experience in Personnel/Purchase & Stores / Finance / Accounts/ General Administration in a University/Govt./ Autonomous Body /reputed Pvt. Firm</p> <p align="center">OR</p> <p>A Bachelor's degree of a recognized university with at least 50% marks and must have passed the final examination of Institute of Chartered Accountants or a pass in SAS examination conducted by the Comptroller and Auditor General of India or equivalent thereof with three years' experience in general administration/ finance and accounts in a University/Govt./Autonomous Body/public or private sector undertaking.</p>
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	Age: No Qualification: Graduation
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	100% by promotion failing which by direct recruitment
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	5 years continuous regular service in the level 6 of Pay Matrix as Sr. Assistant and having passed the departmental test
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Stenographer

1.	IUAC Designation:	Stenographer
2.	Number of posts	01
3.	Classification	Group C
4.	Level in the Pay Matrix	4 (Rs.25500- Rs.81100)
5.	Whether Selection or Non Selection Post	N.A.
6.	Age Limit of Direct Recruitment	25 (relaxable up to 35 years for Central & State Govt. Autonomous Bodies Univ. Employees)
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>(i) Bachelor's degree of a recognized university with at least 50% marks (ii) Minimum speed of 80 wpm in shorthand and 40 wpm in English typing (iii) Three years of experience as Stenographer in Univ. / Govt. / Autonomous Body/reputed Pvt. Firm.</p> <p>Desirable: Diploma in Computers and /or Office Management and Secretarial Practice</p>
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	N.A.
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	100% by Direct Recruitment. Method of Selection for DR: Written test, Shorthand and Typewriting tests
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Personal Assistant

1.	IUAC Designation:	Personal Assistant
2.	Number of Posts	01
3.	Classification	Group B
4.	Level in the Pay Matrix	6 (Rs.35400- Rs.112400)
5.	Whether Selection or Non Selection Post	Non -Selection
6.	Age Limit of Direct Recruitment	30 years(relaxable up to 35 years for Central & State Govt. Autonomous Bodies Univ. Employees)
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>(i) Bachelor's degree of a recognized university with at least 50% marks</p> <p>(ii) Minimum speed of 100 wpm in shorthand and 40 wpm in English typing</p> <p>(iii) Five years experience as Stenographer in univ. / Govt. / Autonomous Body/reputed Pvt. Firm.</p> <p>Desirable: Diploma in Computer application and /or Office Management and Secretarial Practice</p>
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	NA
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	50% by promotion and 50% by direct recruitment Mode of selection for DR: Written test, Shorthand and Typewriting test
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	5 years continuous regular service in Level 4 in the Pay Matrix as Stenographer
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Private Secretary

1.	IUAC Designation:	Private Secretary
2.	Number of posts	02
3.	Classification	Group B
4.	Level in the Pay Matrix	7 (Rs.44900-142400)
5.	Whether Selection or Non Selection Post	Selection
6.	Age Limit of Direct Recruitment	35 years (relaxable up to 40 years for Central & State Govt. Autonomous Bodies Univ. Employees)
7.	Educational and other qualifications required for direct recruitment	Essential: (i) Bachelor's degree of a recognized university with at least 50% marks (ii) Diploma in Secretarial Practice / Office Management with minimum speed of 120 wpm in shorthand and 40 wpm in English typing. (iii) Eight years' experience as Personal Assistant in Univ./Govt./ Autonomous Body/reputed Pvt. Firm. (iv) Knowledge of computer operations
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	Age: No Educational Qualification: Graduate
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	100% by promotion failing which by direct recruitment Method of Selection for direct recruitment: Written test, Shorthand and typing test
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	5 years continuous regular service in Level 6 of Pay Matrix as Personal Assistant and having passed the departmental test
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Driver

1.	IUAC Designation	Driver (Ordinary Grade)
2.	Number of posts	04
3.	Classification	Group C
4.	Level in the Pay Matrix	2 (Rs.19900-63200) (30% of total driver's strength)
5.	Whether Selection or Non Selection Post	N.A.
6.	Age Limit of Direct Recruitment	18-25 years (Relaxable for Govt. Servants up to 40 years in accordance with the instructions or orders issued by the Central Govt.) as per DOPT OM No.AB-14017/10/2014-Estt(RR)(3104937) dt.July 4, 2014 amended from time to time
7.	Educational and other qualifications required for direct recruitment	Essential: 1.10 th Standard pass 2. Possession of a valid commercial driving license for motor cars 3.Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle) 4.Experience of driving light motor vehicle for at least three years years driving experience
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	N.A.
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	100% by direct recruitment
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Driver Grade-II

1.	IUAC Designation	Driver Grade II
2.	Classification	Group C
3.	Level in the Pay Matrix	4 (Rs.25500 – 81100) (30% of total drivers' strength)
4.	Whether Selection or Non Selection Post	Non-selection
5.	Age Limit of Direct Recruitment (for Central & State Govt. Autonomous Bodies Univ. Employees	Not applicable
6.	Educational and other qualifications required for direct recruitment	Not applicable
7.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	Not applicable
8.	Period of probation(for direct recruitment)	N.A.
9.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	100% by promotion subject to passing of trade test
10.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	9 years continuous regular service in Level 2 in the Pay Matrix as Driver Ordinary Grade
11.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Driver Grade-I

1.	IUAC Designation	Driver Grade I
2.	Number of Posts	As per sanctioned strength
3.	Classification	Group C
4.	Level in the Pay Matrix	5 (Rs.29200 – 92300) (40% of Drivers' strength as per DOPT OM no. 43019/54/96-Estt(D) dt. February 13, 2002)
5.	Whether Selection or Non Selection Post	Non-selection
6.	Age Limit of Direct Recruitment (for Central & State Govt. Autonomous Bodies Univ. Employees	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	Not applicable
9.	Period of probation (for direct recruitment)	N.A.
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	100% by promotion subject to passing of trade test
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	6 years continuous regular service in Driver Grade II or 15 years continuous regular service in Grade II & ordinary grade put together
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

Recruitment Rules for the Post of Administrative Officer Grade-I

Under Career Advancement Scheme of UGC*

1.	IUAC Designation	Administrative Officer (equivalent to Assistant Registrar)
2.	Number of Posts	04
3.	Classification	Group A
4.	Level in the Pay Matrix	10 (Rs.56100 -177500) After eight years of service as Administrative Officer in Level 10 of Pay Matrix, incumbent will be assessed by the DPC for moving to the next higher (senior scale) Level 11 (Rs.67700-208700) with the same designation under the career advancement scheme of UGC as amended time to time
5.	Whether Selection or Non Selection Post	Selection
6.	Age Limit of Direct Recruitment	40 years (relaxable up to 45 years for Central & State Govt. Autonomous Bodies Univ. Employees) No age bar for IUAC departmental candidates
7.	Educational and other qualifications required for direct recruitment	Essential: (i)Master's degree with at least 55% of marks or its equivalent grade B in the UGC 7 point scale from a recognized University/Institute with good academic record (ii)Five years' experience in Personnel / Purchase & Stores /Finance & Accounts in Govt. / Univ / Autonomous body in supervisory capacity. Desirable: (i)Master's degree in Commerce/ Economics/ Financial Management with five years' experience in Financial matters in a university/ research institutions /other institution of higher education / Govt. / Autonomous bodies. Persons well versed in modern financial management techniques like accrual method of accounting/conversant with university financial system would be preferred. OR (ii)Candidates should have leadership qualities and requisite experience in one or more of the following areas: Accounting and financial procedures OR Administration OR Materials Management, Procurement/ Distribution of materials, Import Procedures/Stores Accounting, Stock Verification etc.
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	Age: No Educational Qualification: Graduate
9.	Period of probation (for direct recruitment)	1 year extendable to 2 years and One year for promotees
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	50% by promotion & 50% by direct recruitment Mode of Selection for Direct: Written test and Interview

11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	5 years continuous regular experience in Level 7 of Pay Matrix as Section Officer/PS. Must pass written test in accounting / purchase procedure & service regulations and interview
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

*UGC vide letter nos. F.30-2/90(MC/IUC) dt. 13th February, 1995 and F.31-21/95(IUC) dt. April 1997 enclosing copy of Govt. of India circular no.F.10-52/87-Desk(U) dated 2nd November, 1988 as amended from time to time accorded approval of Career Advancement Scheme for Administrative Officers equivalent to Assistant Registrar.

Recruitment Rules for the Post of Senior Administrative Officer

Under Career Advancement Scheme of UGC

1.	IUAC Designation	Sr. Administrative Officer (equivalent to Deputy Registrar)
2.	Number of Posts	01
3.	Classification	Group A
4.	Level in the Pay Matrix	12 (Rs.78800 - 209200) (After five years of service as Sr. Administrative Officer in Level 12 incumbent shall move to the higher Level 13 (Rs.123100-214100) with the same designation in terms of UGC notification under career advancement scheme as amended time to time)
5.	Whether Selection or Non- Selection Post	Selection
6.	Age Limit of Direct Recruitment	45 years(relaxable up to 50 years for Central & State Govt. Autonomous Bodies Univ. Employees)
7.	Educational and other qualifications required for direct recruitment	Essential: 1) A Master's degree with 55% marks or its equivalent grade of B in the UGC seven-point scale. 2) Five years' of experience as a Lecturer in a college or a university with experience in education administration Or 3) Comparable experience in research establishment and /or other institutions of higher education Or 4) 5 years' of administrative experience as Assistant Registrar or in an equivalent post Desirable: (i)Qualification in the area of Management / Law (ii) Experience in handling computerized administration / legal / financial /establishment matters
8.	Whether age & educational qualifications for the direct recruitment is applicable for promotion / deputation contract	N.A.
9.	Period of probation(for direct recruitment)	One year extendable to another year
10.	Method of recruitment whether by direct recruitment or by deputation / transfer & percent of vacancies to be filled various methods of promotions	75% by direct recruitment and 25% by promotion
11.	In case of recruitment by promotion / deputation / transfer / grades from which promotion / deputation transfer is to be made	8 years continuous regular service in Level 11 of Pay Matrix
12.	Composition of DPC or Selection Committee	As per bye-laws Clause 2.2. of Inter-University Accelerator Centre.

