



No. MANUU/ ER-II/EF.123/2018-19/1615

2nd January 2019

NOTIFICATION

Sub: Conduct of Qualifying Test for promotion to the post of Section Officer (Non-Teaching) - Reg.

Ref: Vice-Chancellor's approval dated 02.01.2019

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The Competent Authority of the University has accorded approval to conduct a Qualifying Test to consider the suitability for promotion to the post of Section Officer from the feeder grade of Assistant in Level 6 under Seniority-cum-Fitness category.

2. Accordingly, the Qualifying Test for the post of Section Officer shall be conducted in third/fourth week of January 2019. The exact date, time and venue shall be communicated to the eligible candidates subsequently.

3. The Assistants working in the University who fulfill the eligibility criteria as per Ordinance -3 of the University notified on 4th December 2017 (Annexure-I) may apply on plain paper through proper channel to the Assistant Registrar (ER-II) on or before 08.01.2019. Only those candidates fulfilling the eligibility criteria shall be called for the Qualifying Test. The broad subjects and scheme of examination is also enclosed herewith (Annexure-II).

Encl: Annexure-I & II

REGISTRAR

Copy to:

1. All Deans of Schools
2. All Heads of the Departments/Directorates/Centres
3. Heads/Incharges of Non-teaching Sections
4. All Incharges of Satellite Campuses/Institutions
5. All the Regional Directors/ARD of Regional Centres/Sub Regional Centres
6. VC/PVC/Registrar's Offices
7. Director, CIT for uploading on the University website
8. Concerned file

1	Name of Post	Section Officer
2	Number of Post (s)	Thirty eight (35+3*)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: i) A Bachelor Degree in any discipline from any recognised Institute/ University. ii) Three Years Experience as Assistant in the Scale of Rs.9300 – 34800/- with Grade pay Rs.4200/- in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of Rs.200/- Crores. iii) Proficiency in Computer Operation, noting and drafting in English and/or Urdu as per the requirement of the University.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation# 50% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Promotion: 05 years of regular service from the feeder grade of Assistant in PB-2 (Rs.9300-34800) + Grade Pay of Rs.4200/- with qualification as in Col.7 above. Deputation: Officers holding analogous post on regular basis or with three years regular service in PB-2 (Rs.9300-34800) Grade pay of Rs.4200/- or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

*Note: The University has 32 sanctioned post of Section Officers and three posts of Asst. Accounts Officer in the scale of pay of Rs.9300-34800 with GP of Rs.4600/-. As per existing CRRs the feeder cadre for promotion is Assistant. The duties performed by Section Officers in Finance & Accounts and Asst. Accounts Officer are similar. Keeping in view the similarity of posts in term of recruitment qualification, nature of duties performed and the parity in scale of pay, the post of Asst. Accounts Officer (03) may be rationalized as Section Officer. For operational purpose when Section Officer is posted in Finance & Accounts Section the nomenclature of the post may be used as Section Officer (Accounts). Accordingly, the sanctioned strength of Section Officer will be increased to 35 and there will not be separate recruitment rules for Assistant Accounts Officer

#Note: Since the Departmental Test is qualifying in nature, eligible Assistants shall be called for Departmental Test and once qualify the test, the promotion shall be strictly on the basis of seniority

**SCHEME OF EXAMINATION FOR DEPARTMENTAL QUALIFYING EXAMINATION
FOR PROMOTION TO GROUP 'B' POSTS OF SECTION OFFICER**

The Written Test shall broadly cover the following subjects:

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| (i) | General Service matters as applicable to Central Government employees | : 25 marks |
| (ii) | Accounts & Finance matters and GFR as applicable to Central Government employees | : 25 marks |
| (iii) | Office Procedure, noting and drafting skills | : 20 marks |
| (iv) | General Awareness including knowledge of computers | : 20 marks |
| (v) | Suitable provisions as applicable to MANUU (Acts & Statutes etc) | : 10 marks |
| | Total | <u>100 marks</u> |

Notes

1. Duration of written test shall be 03 (three) hours.
2. The Test Paper shall be a mix of objective and subjective questions.
3. The minimum qualifying marks will be 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable)