

Report of the Committee to
frame/reframe the Cadre
Recruitment Rules
for different Categories



Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
(University Estd u/s of UCC Act: 1956)
Coimbatore - 641 043.

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23237721, 23232317, 23234116, 23236331



UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग
इं.दु.मार्ग जफर मार्ग
नई दिल्ली - 110 002

All communications should be addressed to
the Secretary by designation and not by name

F.No.29-3/2005 (JCRC)

February, 2015

The Registrar
Avinashilingam Institute for Home
Science and Higher Education for Women
Coimbatore - 641 043
Tamil Nadu

5 FEB 2015

Sub: Recruitment rules for Non-teaching staff-Reg.

Sir,

With reference to your letter No. 1085 dated 06.03.2014 on the above subject, the undersigned is directed to inform you that the ORRs framed by the Institute have been examined keeping in view the Model Recruitment Rules framed by GOI/UGC and other Central Universities/Deemed to be Universities. The undersigned is directed to convey the approval of UGC as under:-

1. The ministerial/Administrative Cadre has been restructured as under:-

Existing cadre			Restructured cadre		
Posts/scale of pay	Sanctioned strength	Existing strength	Posts/scale of pay	Sanctioned strength	Remarks
Superintendent (9300-34300) GP Rs.4200	3	3	Section Officer (9300-34300) GP Rs.4500	3	Three posts of Superintendent have been upgraded as Section Officer in the Grade Pay of Rs.4500/-
Assistant (9300-34300) GP Rs.4200	5	5	Assistant (9300-34300) GP Rs.4200	5	
UDC (5200-20200) GP Rs.2400	-	-	UDC (5200-20200) GP Rs.2400	7+1*	Out of 22 posts of Junior Assistant/Typist, 7 have been upgraded in the GP of Rs.2400/- and 15 posts have been rationalized as LDC in the GP of Rs.1900/-
Junior Assistant /LDC/Typist /Store Keeper (5200-20200) GP Rs.1900	22	15	LDC (5200-20200) GP Rs.1900	15	
Total	30	23		30+1*	

Note:- The existing one post of Data Entry Operator in the pay band of Rs.5200-20200 with GP 2400 is rationalized as Upper Division Clerk (UDC) in the pay band of Rs.5200-20200 with GP Rs.2400.

S. Suresh Babu

Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
(University Form No. 5 of UGC Act 1956)
Coimbatore - 641 043.

2. Rationalization of the one post of Mechanic Electrician as an Electrician in the Band of Rs.5200-20200 with Grade Pay of Rs.2400 subject to fulfillment, qualification as prescribed by UGC vide its letter No.F.31-8/97 (CU) dated 24.05.2000 (copy enclosed)
3. Rationalization of 24 posts of Laboratory Assistants in the Pay Band of Rs.5200-20200 with Grade Pay of Rs.2000 and also one post of Laboratory Technician as Technical Assistant with Pay Band of Rs.5200-20200 with Grade Pay of Rs.2800
4. The Cadre Recruitment Rules framed by the Institute are in order except on the following:-
 - (i) The Post of Civil Engineer in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400 is not agreed as in the University System, UGC has approved the post of Assistant Engineer in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4600.
 - (ii) The CRRs for the post of Finance Officer is not in consonance with the qualification as prescribed by Govt. of India. Therefore, Institute may amend the qualification of the Finance Officer as prescribed by Govt. of India.
 - (iii) The Grade Pay of Library Assistant is Rs.2000 while the Institute has shown it as Rs.1800. This may be rectified by the Institute.
 - (iv) The following clause under the CRR of MTS may be deleted as UGC cannot agree to adopt the policy of regularization of contractual employees by making a provision in the CRR:-
"Group D/ Direct Recruitment Workers (DRW) / Contractual employees of the Institute who have put in a minimum of five years continuous services. They should also possess elementary literacy and give proof of their ability to read either in Hindi, English or regional language. For such candidates maximum age limit will be 45 years."

The abovementioned approval is subject to the condition that University may adhere to the reservation policy for SC/ST/OBC/Ph as per Govt. of India.

Yours faithfully,



(Reeta Goel)

Under Secretary

R/c

1. prepare note on above based on our letter & CRR & submit for home on 4-2-15

S. Praveen Kumar

Registrar

Avinashilingam Institute for Home Science and Higher Education for Women
(University Estd. u/a 3 of UGC Act 1956)
Coimbatore - 641 043.

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Report of the Committee constituted by Avinashilingam Institute for Home Science and Higher Education for Women to frame / reframe the Cadre Recruitment Rules for different categories of Non-teaching posts (including Library Posts)

A Committee was constituted to frame/reframe the Cadre Recruitment Rules for different categories of non-teaching posts in Avinashilingam Institute for Home Science and Higher Education for Women and to rationalise certain designations in parity with Government of India / Other Central Universities/ UGC maintained Deemed Universities.

Composition of the Committee:

1. **Dr. Gowri Ramakrishnan** - Chairman
Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
2. **Shri M.S. Yadav** - External Member
Registrar, Central University of Rajasthan,
Bandarsindri, Kishangarh, District Ajmer
(Former Chief Statistical Officer, UGC)
(not a UGC nominee)
3. **Shri N. Giridharan*** - Member
Assistant Registrar (Establishment)
Pondicherry University
(*- in place of Mr. Subramaniam, Deputy Registrar, Pondicherry University)
4. **Dr. R.V. Kannan** - Member
Assistant Registrar (Retd.,)
Gandhigram Rural Institute, Gandhigram
5. **Dr. Rachel Oommen** - Member
Dean, Faculty of Science
Avinashilingam Institute for Home Science
and Higher Education for Women
6. **Dr.R. Marimuthu** - Member
Deputy Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women

The first meeting of the Committee was held on 25-27 October, 2012 at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore. The internal team of the Institute having done the preparatory work, provided the draft Cadre Recruitment Rules (CRRs) to the Committee. The Committee had detailed discussions regarding the different categories of existing Posts / cadre structure in the Institute. The Vice Chancellor who also attended the meeting, presented a complete overview about the Institute's academic programmes and requirement of essential non-teaching staff to support various academic programmes as well as the

Dr. Gowri Ramakrishnan
Registrar

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- f. Guidelines issued by Government of India from time to time on Secretarial Services.
- g. Cadre Recruitment Rules for various categories of posts as prescribed by the Government of India.
- h. Guidelines issued by Government of India/UGC as regards to the implementation of ACPs/MACPs for non-teaching employees of Central Universities.
- i. The existing Memorandum of Association (MoA) and Bye-laws of the Avinashilingam Institute for Home Science and Higher Education for Women

The Committee deliberated upon at length each cadre/category of posts and finalised its recommendation in respect of following cadres:

ADMINISTRATIVE / MINISTERIAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (Pre-revised) Rs.	Core Pay Scale as per 6 th CPC	
				Pay Band Rs.	Grade Pay Rs.
I	STATUTORY POSTS				
1	Registrar	A	16400-22400	37400-67000	10000
2	Finance Officer	A	16400-22400	37400-67000	10000
3	Controller of Examination	A	16400-22400	37400-67000	10000
II	GENERAL				
4	Deputy Registrar (Academic/ Administration/ Examination)	A	12000-18300	15600-39100 37400-67000 (After 5 yrs.)	7600 8700 (After 5 yrs.)
5	Assistant Registrar (Academic/ Administration/ Examination/ Finance)	A	8000-13500	15600-39100	5400
6	Section Officer	B	6500-10500	9300-34800	4600
7	Assistant	B	5000-8000	9300-34800	4200
8	Upper Division Clerk	C	4000-6000	5200-20200	2400
9	Lower Division Clerk	C	3050-4590	5200-20200	1900
10	Multi Tasking Staff	C	2550-3200	5200-20200	1800

ISOLATED POST

1	Internal Audit Officer	A	12000-18300	15600-39100	7600
2	Public Relation Officer	A	8000-13500	15600-39100	5400

SECRETARIAL SERVICES

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Personal Assistant	B	5000-8000	9300-34800	4200
2	Stenographer*	C	4000-6000	5200-20200	2400

Note: * - The post of Steno Typist is rationalized as Stenographer in parity with Government of India/ other Central Universities and UGC maintained Deemed Universities

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STATISTICAL SERVICES

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Statistical Assistant	C	5000-8000	9300-34800	4200

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

Sl. No	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Computer Manager	A	12000-18300	15600-39100	7600
2	System Analyst	A	8000-13500	15600-39100	5400
3	Senior Technical Assistant (ICT)	B	5500-9000	9300-34800	4200

Note: * - The existing post of Computer Operator(3), Programmer Assistant(1) and Senior Technical Assistant (1) are now being rationalized as Senior Technical Assistant (ICT)

TRANSPORT SERVICES

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Driver	C	3050-4590	5200-20200	1900

OTHER ISOLATED POST

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Artist Cum Photographer	C	4000-6000	5200-20200	2400
2	Film Operator	C	4000-6000	5200-20200	2400

The recommendations of the Committee with regard of the Cadre Recruitment Rules of the above categories of posts are provided in Annexure I.

Observations / Recommendations:

1. The Committee noted that as per the existing recruitment rules, the persons from laboratory cadres, stenography, library cadres etc., are being redesignated/promoted to the ministerial cadres as per the Rules of the erstwhile State Government aided College. The Committee is of the view that the Institute should maintain the separate cadre in the light of requirement of job of each cadre. Moreover the experience/knowledge attained in a particular line will be useful to bring overall efficiency in the system.

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The Institute may adopt an appropriate mechanism to identify from the existing personnels who will be designated as Library Attendant (four) and Laboratory Attendant (two) who once adopt these services will serve in the respective cadres. Their promotional avenues will be within the cadre as well as to be considered under ACPs/ MACPs if otherwise eligible.

The existing posts of Junior Assistant/ Typist (22) in the pay band of Rs. 5200-20200 with GP Rs. 1900, being rationalised as Lower Division Clerk (LDC). Out of these Twenty Two LDC posts, seven posts are vacant. These seven posts are upgraded as UDCs in the pay band of Rs. 5200-20200 with GP Rs. 2400. The seven existing incumbent (LDCs) are already drawing the GP of Rs. 2400 and above under MACPs and therefore this upgradation will have no additional financial implications. Moreover it will create an appropriate cadre structure in the Institute in parity with other Central Universities/ Deemed Universities.

In the light of above, the restructured Administrative/ Ministerial cadre will be as follows:

Existing cadre			Restructured cadre		
Posts/ scale of pay	Sanctioned strength	Existing strength	Posts/ scale of pay	Sanctioned strength	Remarks
Superintendent (9300-34800) GP Rs. 4200	3	3	Section Officer (9300-34800) GP Rs. 4600	3	
Assistant (9300-34800) GP Rs. 4200	5	5	Assistant (9300-34800) GP Rs. 4200	5	
UDC (5200-20200) GP. Rs. 2400	-	-	UDC (5200-20200) GP. Rs. 2400	7+1*	
Junior Assistant/ LDC/Typist/ Store Keeper (5200-20200) GP. Rs. 1900	22	15	LDC (5200-20200) GP. Rs. 1900	15	
Total	30	23		30+1*	

Note: * - The existing one post of Data Entry Operator in the pay band of Rs. 5200-20200 with GP 2400 is rationalised as Upper Division Clerk (UDC) in the pay band of Rs. 5200-20200 with GP Rs. 2400.

Secretarial Services

The post of Steno-typist in the pay band of Rs. 5200-20200 with GP 2400 (4000-6000 pre revised) is rationalised as Stenographer in the pay band of 5200-20200 with GP 2400 (pre-revised 4000-6000).

Information and Communication Technology (ICT) Services

There are five posts in the pay band of Rs. 9300-34800 with GP 4200 (Computer Operator - three , Senior Technical Assistant - one, Programme Assistant - one) are being rationalised as Senior Technical Assistant (ICT) in the pay band of

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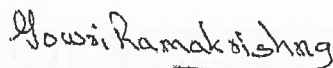
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<i>Existing cadre</i>			<i>Restructured cadre</i>		
Posts / pay band+ GP	Sanctioned strength	Existing strength	Posts pay band+GP	Sanctioned strength	Remarks
5200-20200 GP. 1900			5200-20200 GP. 2000		
Lab Attendant 5200-20200 GP. 1800	-	-	Lab Attendant 5200-20200 GP. 1800	7*	
Total	25	25		32	

* - Subject to the approval of UGC.

- (i) With regards to the scheme of career advancement of different categories of non-teaching posts, the Committee recommended the implementation of Assured Career Progression (ACP) Scheme and Modified Assured Career Progression Scheme (MACPS) as per instructions issued by the UGC/Government of India for the non-teaching employees of Avinashilingam Institute for Home Science and Higher Education for Women.

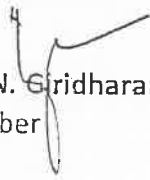
The Committee records its deep sense of gratefulness and high appreciation for Shri M. S. Yadav, Registrar, Central University of Rajasthan, Shri.N. Giridharan - Assistant Registrar (Establishment), Pondicherry University, Dr.R.V. Kannan, Assistant Registrar (Retd.), Gandhigram Rural University, Gandhigram for their consistent guidance and support in framing / reframing of the Cadre Recruitment Rules for non-teaching posts of Avinashilingam Institute for Home Science and Higher Education for Women. All other members of the Committee extended their full cooperation for accomplishing the task. The Institute staff of the establishment branch put forward their best support in the entire process of preparation of this Report.




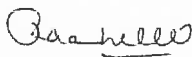
Dr. Gowri Ramakrishnan
Chairman




Shri M. S. Yadav
External-Member


Shri N. Giridharan
Member


Dr. R.V. Kannan
Member


Dr. Rachel Dommen
Member


Dr. R. Marimuthu
Member

Avinashilingam Institute for Home Science and Higher Education for Women

CADRE RECRUITMENT RULES (NON-TEACHING POSTS), 2013

The Board of Management (BOM) of the Avinashilingam Institute for Home Science and Higher Education for Women in exercise of the powers conferred under Memorandum of Association and Bye Laws of the Institute as amended from time to time as per the provision under the title 'Powers of Syndicate', hereby makes the following rules for regulating the method of recruitment to non-teaching posts including non vacation Academic staff in the Institute and the matter related thereto.

1. Short Title and Commencement:

- (i) These rules may be called Avinashilingam Institute for Home Science and Higher Education for Women Cadre Recruitment Rules (Non-Teaching Posts), 2013.
- (ii) These rules shall come into force with effect from the date of its approval by the Board of Management.

2. Definitions:

- (a) "Institute" means the Avinashilingam Institute for Home Science and Higher Education for Women established under Memorandum of Association and Bye Laws.
- (b) "Memorandum of Association and Bye Laws" means the Memorandum of Association and Bye Laws of the Institute.
- (c) 'Board of Management' means the Principal Executive Body of The Institute.
- (d) "Departmental Candidate" means those employees working on regular basis in the Institute, but does not include employees working on ad-hoc, daily wages or contract basis.
- (e) "Government" means the Central Government/ Government of India.
- (f) "Departmental Examination" or "Test" means the test conducted by the Institute for promotion to a higher post specified in these rules.
- (g) 'Employee' means any persons duly appointed by the Institute.
- (h) 'Age' means the upper age limit as specified in these rules.

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Cadre Recruitment Rules (Non-Teaching), 2013

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5. Future Maintenance of Cadre / Posts of Sanctioned Strength:

- (i) All the appointments (Direct/Deputation/Absorption) in the Institute after notification of these Rules shall be made only in accordance with the provisions of these Rules. The appointments to the existing posts not covered by these rules shall continue to be in accordance with the recruitment rules approved by the competent authority of this Institute. The Board of Management may add such other posts and/or Cadre as may be sanctioned by appropriate government authorities after the notification of these Rules.
- (ii) The seniority list of the employee borne in each cadre of posts specified in these rules shall be maintained by the Institute. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice Chancellor or Registrar or any other officer authorized by the VC, from time to time.
- (iii) The policy of the Government of India with regard to the reservation as applicable for various categories in recruitment/promotion etc. shall be followed.
- (iv) All appointments in Academic Staff College, Centres and Projects/Schemes shall be filled as per the directives of the respective sponsoring authority. In case of unavailability of prescribed norms by the sponsoring authority, Govt. of India/Institute's Rules shall apply.

6. Number of Posts, Classification and Scales of Pay:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in these Recruitment Rules.

7. Method of Recruitment, Age Limit and other Qualifications:

- (i) The method of recruitment, age-limit and qualification etc., shall be as specified in these Recruitment Rules.
- (ii) SC/ST/OBC/PWD candidates shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the Govt. of India/UGC.
- (iii) Promotions shall be given to the employees as per these Recruitment Rules/ Promotion Policy / directives of the UGC / Government of India being in force from time to time.
- (iv) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the Govt. of India/UGC directives. However, Board of Management

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Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on deputation or short term contract basis. In such case contract period shall not normally exceed six months.

8. Date of Issue of Advertisement

In each case, the date of issue of advertisement shall be decided in advance, keeping in view the exigencies and requirements of the job.

9. Validity period of Advertisement:

Where the Selection Committee has not even met after a lapse of 12 months w.e.f. the closing date of application for any post, the post shall ordinarily be re-advertised. Provided that if in the opinion of the Vice Chancellor the circumstances so necessitates, she may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months w.e.f. the closing date of receipt of applications.

10. Probation:

Every person selected or appointed through direct recruitment or open selection to a post in the Institute shall be governed under these Recruitment Rules or guidelines issued by the UGC/Govt. of India from time to time.

11. Assured Career Progression Scheme (ACPS)/Modified Assured Career Progression Scheme (MACPS):

- (i) The Financial up-gradation under the ACPS/MACPs Scheme in respect of non-teaching staff of the Institute shall be allowed as per the provisions of the Rules of the Institute and orders/guidelines of the UGC/Government of India as amended / issued from time to time.
- (ii) The Assured Career Progression Scheme (ACP) shall be valid upto 31.08.2008. The employees who are eligible for financial up-gradation as on 31.08.2008 shall be governed by the ACP scheme.
- (iii) The Modified Assured Career Progression Scheme (MACPS) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-Teaching officials shall be effective from 01.09.2008.

Any dispute in the afore-mentioned career progression schemes applicable for non-teaching staff, the decision of the Institute Grants Commission shall be final.

12. Deputation for provision for absorption

- (i) In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years

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15. Repeal :

All existing rules and orders in relation to the matters covered under these Rules, shall stand superceded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these Rules..

16. Savings:

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the SC, ST, OBC, PWD, Ex-servicemen and other special categories of persons, in accordance with the directives issued by the Central Government from time to time.

17. Interpretations:

- i. In case of any clarification relating to interpretation of these Rules, the decision of the Board of Management shall be final, unless otherwise, specifically included in these rules.
- ii. Notwithstanding anything contained in these rules, the Board of Management shall have the power to alter or modify, any of the provisions of these rules.

18. Territorial Jurisdiction:

In case of any disputes, the territorial jurisdiction for adjunction shall be Coimbatore only.

19. Removal of Difficulty:

Notwithstanding anything contained in the above Rules, the Vice Chancellor may take such measures as may be necessary for removal of difficulties. Such measures shall be reported to the Board of Management.

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE – 641043**

**ADMINISTRATIVE / MINISTERIAL SERVICES
PAY STRUCTURE**

Sl. No.	Name of Post	Group of Post	Core Pay Scale (Pre-revised) Rs.	Core Pay Scale as per 6 th CPC	
				Pay Band Rs.	Grade Pay Rs.
I	STATUTORY POSTS				
1	Registrar	A	16400-22400	37400-67000	10000
2	Finance Officer	A	16400-22400	37400-67000	10000
3	Controller of Examination	A	16400-22400	37400-67000	10000
II	GENERAL				
4	Deputy Registrar (Academic/ Administration/ Examination)	A	12000-18300	15600-39100 37400-67000 (After 5 yrs.)	7600 8700 (After 5 yrs.)
5	Assistant Registrar (Academic/ Administration/ Examination/ Finance)	A	8000-13500	15600-39100	5400
6	Section Officer	B	6500-10500	9300-34800	4600
7	Assistant	B	5000-8000	9300-34800	4200
8	Upper Division Clerk	C	4000-6000	5200-20200	2400
9	Lower Division Clerk	C	3050-4590	5200-20200	1900
10	Multi Tasking Staff	C	2550-3200	5200-20200	1800

ISOLATED POST

1	Internal Audit Officer	A	12000-18300	15600-39100	7600
2	Public Relation Officer	A	8000-13500	15600-39100	5400

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By Mrs. Suresh by

**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
FINANCE OFFICER**

1	Name of Post	Finance Officer
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.37400-67000/- Grade Pay: Rs.10000/-
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Preferably below 57 yrs.
7	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with Commerce or Business Administration. (Finance) or comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/ Institute.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration</p> <p align="center">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p align="center">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post with experience in Finance and Accounts.</p> <p align="center">Or</p> <p>A commerce graduate and qualified CA/ ICWA with at least 15 years of work experience in the relevant filed of activities.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Not Applicable

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

--- **RECRUITMENT RULES FOR THE POST OF---**
CONTROLLER OF EXAMINATION

1	Name of Post	Controller of Examination
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.37400-67000/- Grade Pay: Rs. 10000/-
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Preferably below 57 yrs.
7	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Desirable: Relevant experience in the University Examination System.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Deputation or on contract for a tenure of 5 years or till attaining the age of 62 years whichever is earlier. (Shall be eligible for re-appointment.)

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Dr. [Signature]

**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
DEPUTY REGISTRAR**

1	Name of Post	Deputy Registrar
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Grade Pay: Rs.7600/- After 5 years of service Pay Band: Rs.37400-67000/- and Grade Pay: Rs.8700/-
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	50 years
7	Educational and other qualifications required for direct recruits	<p>i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute.</p> <p>ii) Nine years' of experience as a Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration,</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable: Relevant experience in the University System.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Qualification: Yes, Atleast graduates (10+2+3 or 11+1+3 pattern) from a recognized University/ Institute shall be eligible for promotion.
9	Period of probation, if any	One Year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	75% by direct recruitment 25% by promotion failing which by deputation

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT REGISTRAR**

1	Name of Post	Assistant Registrar (Academic/Administration/Finance/ Examination)
2	Number of Post(s)	Four (4)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600 – 39100/- Grade Pay: Rs.5400/-
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	i) Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale along with a good academic record from a recognized University/Institute. Desirable: Post Graduate Degree in Commerce or Business Administration with specialization in Finance or holding ICWA/CA qualifications may be given preference for recruitment to the post of Assistant Registrar (Finance).
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age - No Qualification : Yes, Atleast graduates (10+2+3 or 11+1+3 pattern) from a recognized University/ Institute shall be eligible for promotion.
9	Period of probation, if any	One Year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment 50% by promotion failing which by deputation
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion:- Section Officer/ Superintendent with 5 years regular service in the Pay Band: Rs.9300-34800/- and Grade Pay: Rs.4600/- Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service in the Pay Band: Rs.9300-34800/- and Grade Pay: Rs.4600/- from the Central/State Government, Universities and other autonomous organizations

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF-
SECTION OFFICER**

1	Name of Post	Section Officer*
2	Number of Post(s)	Three (3)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 – 34800 with GP of Rs.4600
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	40 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Degree of a recognized university with working knowledge of computer applications.</p> <p>ii) Eight years' experience in relevant filed (i.e. Administration / Finance & Accounts/ Purchase /Personnel / Legal etc.) in Central / State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 (Rs.9300-34800) with GP of Rs.4200 or equivalent grade.</p> <p>Desirable: Master's Degree /equivalent PG Diploma in Business Administration or LLB.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>50% by Direct Recruitment (based on written test/ skill test and interview) failing which deputation;</p> <p>50% by Promotion from the cadre of Assistants according to seniority-cum-fitness and subject to qualifying the departmental test.</p>
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p>Promotion: Assistants with five years continuous regular service in the PB-2 (Rs.9300-34800) with GP of Rs.4200.</p> <p>Deputation: Officers holding analogous post on regular basis or with three years regular service in the Pay Band-2 (9300-34800) with Grade Pay of Rs.4200 or equivalent in the Central/State Governments, Universities or autonomous organizations and possess the qualifications and experience as prescribed for direct recruits under Col. 7.</p>

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT**

1	Name of Post	Assistant
2	Number of Post(s)	Five (5)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 – 34800 with GP of Rs.4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Degree of a recognized university with working knowledge of computer applications.</p> <p>ii) 5 years' experience in relevant filed (i.e. Admini-stration/ Finance & Accounts/ Purchase/ Personnel/ Legal etc.) in Central/State Governments, Universities, Research Institutions, Autonomous Organizations or organizations of repute.</p> <p>Desirable:</p> <p>Master's Degree/equivalent PG Diploma in Business Administration or LLB.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>25% by Direct Recruitment (based on written test, skill test and interview)</p> <p>75% by Promotion from the cadre of UDCs according to seniority-cum-fitness and subject to qualifying the departmental test.</p>
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with Five (5) years continuous regular service in the pay scale of Rs.4000-6000 (pre-revised)/ PB-1 with GP of Rs.2400.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF -
LOWER DIVISION CLERK**

1	Name of Post	Lower Division Clerk
2	Number of Post(s)	Twenty Two (22)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 – 20200 with GP of Rs.1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	Essential : (i) 10+2 or equivalent from a recognized Board or University. (ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (iii) Excellent knowledge of computer applications like MS-Office, Internet etc. Desirable: Graduate from a recognized University/ Institutes and working experience in government or organization of repute.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	As specified under column 10.
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 posts to be filled by various methods.	(i) 85% by direct recruitment (ii) 10% of vacancies shall be filled from amongst Multi Tasking Staff (also from erstwhile Group D staff) who possess Matriculation or equivalent qualifications and have rendered five years regular service as Multi Tasking Staff, on the basis of a Departmental qualifying Examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST). (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Multi Tasking Staff who possess matriculation or equivalent qualification and have rendered a minimum of eight years regular service in the grade. * Direct recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/trade test and interview.

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
MULTI TASKING-STAFF**

1	Name of Post	Multi Tasking Staff (Erstwhile Group 'D' Staff)
2	Number of Post(s)	Thirty Nine (39)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 with GP of Rs.1800
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Below 30 years
7	Educational and other qualifications required for direct recruits	Essential: Class X standard pass or ITI equivalent.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	75% by Direct Recruitment; 25% by absorption failing which by direct recruitment.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Absorption Group D / Direct Recruitment Workers (DRW) / Contractual employees of the Institute who have put in a minimum of five years continuous service. They should also possess elementary literacy and give proof of their ability to read either in Hindi, English or a regional language. For such candidates maximum age limit will be 45 years.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION
FOR WOMEN, COIMBATORE-641043**

RECRUITMENT RULES FOR THE POST OF

Public Relation Officer

1	Name of Post	<i>Public Relation Officer (Isolated Post)</i>
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Rs..15600 – 39100 with GP of Rs.5400
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Masters degree in Communication and Journalism, first or high second class (above 55%) from an Indian University or a corresponding degree from a foreign university. Atleast 2 years of experience in the editorial department of any established English News paper/ Periodical with excellent command of English in speaking and writing. Desirable: Knowing of 2 Indian Languages
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group A posts.

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RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT

1	Name of Post	Personal Assistant
2	Number of Post(s)	One (1)
3	Classification	Group "B"
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: 4200/-
5	Whether selection or non-selection post	Selection
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential (i) 10+2 from a recognized Board / Institute (ii) A speed of 80 w.p.m. in Stenography and 35 w.p.m. in English Typing / 30 w.p.m. in Hindi Typing (iii) Knowledge of Computer Applications. Desirable: (i) Graduate from a recognized University / Institute. (ii) Diploma/Certificate in Stenography from Government approved Institution.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by promotion by seniority-cum-fitness subject to qualifying the stenography test.
11	Recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Stenographer with five years regular service in the Grade Pay of Rs.2400/- & qualifying the Stenography Test.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

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LIBRARY & INFORMATION SERVICES

PAY STRUCTURE

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Librarian	A	16400-22400	37400-67000	10000
2	Assistant Librarian	A	8000-13500	15600-39100	6000
3	Information Scientist	A	8000-13500	15600-39100	5400
4	Professional Assistant	B	5500-9000	9300-34800	4200
5	Semi -Professional Assistant	C	4500-7000	5200-20200	2800
6	Library Assistant	C	3200-4900	5200-20200	2000
7	Library Attendant	C	2650-4000	5200-20200	1800

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11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2010.

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11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2010.

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FOR WOMEN, COIMBATORE-641043**

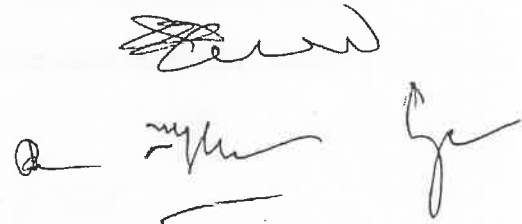
**RECRUITMENT RULES FOR THE POST OF
PROFESSIONAL ASSISTANT**

1	Name of Post	Professional Assistant*
2	Number of Post	—
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: Rs.4200/-
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential: - (i) Any Master Degree with Diploma in Library Science (ii) Two years relevant experience in a University / College Library
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	50% by promotion according to seniority-cum-fitness. 50% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Semi Professional Asstt. with 5 years regular service in the Grade Pay of Rs.2,800/-.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

* Note: This post does not exist at present.

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WOMEN, COIMBATORE-641043

RECRUITMENT RULES FOR THE POST OF
LIBRARY ASSISTANT

1	Name of Post	Library Assistant*
2	Number of Post	—
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs. 5200-20200/- Grade Pay: Rs. 1800/-
5	Whether selection or non-selection post	Non Selection
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	Essential :- B.Lib.Inf.Sc./B.Lib.Sc. or equivalent Desirable:- i) Working knowledge of Computer Applications as evidenced by a Diploma / Certificate Course. ii) Typing, data entry operation or experience of working in a library.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage the posts to be filled by various methods.	25% by Promotion on the basis of a Departmental Qualifying Test 75% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Library Attendant with minimum matric qualifications and 5 years regular service in Pay Band: Rs.5200-20200/- Grade Pay: Rs.1800/- subject to qualifying skill test.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

* Note : At present there are three posts of Library Assistant in the GP of Rs.1800 which has been rationalized as Library Attendant. The Library Assistant post as per the guidelines of Government of India does not exist.

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AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
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SPORTS AND PHYSICAL EDUCATION CADRE

PAY STRUCTURE

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Academic Grade pay
1	Assistant Director of Physical Education	A	8000-13500	15600-39100	6000

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7	Educational and other qualifications required for direct recruits	<p>(i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>(ii) Record of having represented the University/ College at the inter University/inter Collegiate competitions or the State and/ or National Championships.</p> <p>(iii) Qualifying in the National Level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iv) Passed physical fitness test conducted in accordance with UGC regulations.</p> <p>(v) However, candidates, who are, or have been awarded Ph.D degree in accordance with the University Grant Commission (minimum standards and procedure for award of Ph.D degree), regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education</p> <p>Physical fitness test norms:</p> <p>(a) Subject to the provision of UGC regulations, all candidates who are required to under take the physical fitness test shall be required to produce a Medical Certificate certifying that she is medically fit before undertaking such tests.</p> <p>(b) On production of such certificate mentioned in sub-clause (a) above the candidates would be required to under take the physical fitness test in accordance with the following norms.</p> <p>Norms for Women: 8 Minutes Run/Walk test</p> <table border="1" data-bbox="802 1686 1437 1823"> <thead> <tr> <th>Upto 30 years</th> <th>Upto 40 years</th> <th>Upto 45 years</th> <th>Upto 50 years</th> </tr> </thead> <tbody> <tr> <td>1000 metres</td> <td>800 metres</td> <td>600 metres</td> <td>400 metres</td> </tr> </tbody> </table>	Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years	1000 metres	800 metres	600 metres	400 metres
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years							
1000 metres	800 metres	600 metres	400 metres							
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable								
9	Period of probation, if any	One Year								
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment								

AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
WOMEN, COIMBATORE-641043

TECHNICAL/ LABORATORY SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (Pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade Pay
	Laboratory Services				
1	Senior Technical Assistant	B	5500-9000	9300-34800	4200
2	Technical Assistant – Lab Technician	C	4500-7000	5200-20200	2800
3	Laboratory Assistant	C	3200-4900	5200-20200	2000
4	Laboratory Attendant	C	2650-4000	5200-20200	1800

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
TECHNICAL ASSISTANT**

1	Name of Post	<i>Technical Assistant*</i>
2	Number of Post	—
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 Grade Pay - Rs.2800
5	Whether selection or non-selection post	Selection
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	Essential : B.Sc. with 50% marks in the relevant subjects and 2 years experience of handling laboratory equipment and carrying out laboratory experiment in any University / College / Research Institute / State Government / Central Government / Government Undertaking / PSU / Reputed Private Industry / Organisation. or Degree/Diploma in Engineering in relevant field / stream with 2 year experience of handling laboratory equipment and carrying out laboratory experiment in any University / College / Research Institute of repute Desirable : Postgraduate in relevant subject with minimum 50% marks
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : Yes
9	Period of probation, if any	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50 % by Direct Recruitment 50% by Promotion
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Promotion : Laboratory Assistant with 5 years of regular service.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

* Note: One post of Lab Technician is now rationalized as Technical Assistant.

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
LABORATORY ATTENDANT**

1	Name of Post	<i>Laboratory Attendant*</i>
2	Number of Post	—
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 Grade Pay - Rs.1800
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	Essential: 10 th Standard or its equivalent (with Science as one of the subjects) from CBSE/ICSE and equivalent State Boards and two years experience in science laboratory of any academic/research institutions or its equivalent Desirable: +2 with Science
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	By absorption Group D / Direct Recruitment workers(DRW) / Contractual employees of the Institute who have put in a minimum of five years continuous service. They should also possess elementary literacy and give proof of their ability to read either in Hindi, English or a regional language. For such candidates maximum age limit will be 45 years.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

*Note: A separate cadre is now instituted out of the existing Multi Tasking Staff (MTS) (erstwhile Group D staff)

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
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**RECRUITMENT RULES FOR THE POST OF
CIVIL ENGINEER**

1	Name of Post	Civil Engineer
2	Number of Post	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band - Rs.15600-39100 Grade Pay - Rs.5400
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential : (i) A degree in Engineering from a recognised University / Institute or equivalent. (ii) 5 years of experience in relevant field as Assistant Engineer from CPWD / State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization / University System. Desirable : Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	By direct recruitment failing which by deputation.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Deputation : Officers of the CPWD /State Government PWD services or similar organized services /Semi Government / PSU/ Statutory or Autonomous organization/ University System holding analogous post on regular basis or 5 years regular service as Assistant Engineer in the Pay Band of Rs.9300-34800 with Grade Pay- Rs.4600/- or its equivalent possessing a degree in Engineering in the relevant area.
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group A posts.

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STATISTICAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Statistical Assistant	C	5000-8000	9300-34800	4200

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AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
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INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

PAY STRUCTURE

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Computer Manager	A	12000-18300	15600-39100	7600
2	System Analyst	A	8000-13500	15600-39100	5400
3	Senior Technical Assistant (ICT)	B	5500-9000	9300-34800	4200

Note : The existing post of Computer operator (3), Programme Assistant (1) and Senior Technical Assistant (1) are now being rationalized as Senior Technical Assistant (ICT)

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
WOMEN, COIMBATORE-641043**

**RECRUITMENT RULES FOR THE POST OF
SYSTEM ANALYST**

1	Name of Post	System Analyst
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band - Rs.15600-39100 Grade Pay - Rs.5400
5	Whether selection or non-selection post	Selection
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential : First class ME/ M.Tech (Computer Science Engineering-CSE/Information Technology-IT) or MCA with 2 years experience in relevant area or M.Sc. (Computer Science) with 3 years experience in relevant area or First Class B.Tech/B.E. Engg.(Computer Science/ Information Technology) or equivalent relevant degree with 3years relevant experience
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: Yes
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Only by Direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group A posts.

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**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR
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**RECRUITMENT RULES FOR THE POST OF
Senior Technical Assistant**

1	Name of Post	Senior Technical Assistant (ICT) *
2	Number of Post(s)	Five (5)
3	Classification	Group 'B'
4	Scale of Pay	Pay-Band - Rs.9300-34800 Grade Pay - Rs.4200
5	Whether selection or non-selection post	Selection
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	MCA from a recognized university / Institute with one year experience in relevant area OR M.Sc (Computer Science / IT) from a recognized University / Institute with one Year experience in relevant area or B.Tech./B.E. Engg. (Computer Science / Information Technology/ ECE) or equivalent degree with one year experience in relevant area.
8	Whether educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by Direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B posts.

* Note: Computer Operator (3), Programme Assistant (1), Senior Technical Assistant (1) are now being rationalized as Senior Technical Assistant (ICT).

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**RECRUITMENT RULES FOR THE POST OF
DRIVER**

1	Name of Post	Driver
2	Number of Post(s)	Three (3)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: 1900/-
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	10 th Standard Possession of a valid driving license for motor vehicles issued by the competent authority Knowledge of motor mechanism. (The candidate should be able to rectify minor defects in vehicles). Experience of driving a motor vehicles for at least 3 years.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation /absorption and percentage of the posts	Direct Recruitment/Absorption
11	Recruitment by promotion/ deputation /absorption, grades from which promotion/deputation/ absorption to be made	Absorption: From amongst the Group-D (erstwhile)/ DRW/Contractual Dispatch Rider (Group C) employees in the university who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis who fulfill the necessary qualification as mentioned in Col.7
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

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RECRUITMENT RULES FOR THE POST OF
Film Operator

1	Name of Post	Film Operator
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay	Pay-Band - Rs.5200-20200/- Grade Pay - Rs.2400
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	10+3 Polytechnic Diploma in Electronic/ Computer Science with atleast two years experience in the relevant field.
8	Whether educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	Direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As prescribed in Appendix-I of Cadre Recruitment Rules for Group B & C posts.

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S. Keeravani

Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
(University Est'd u/s 3 of UCC Act 1956)
Coimbatore - 641 043.