

BIHAR ANIMAL SCIENCES UNIVERSITY

RECRUITMENT & PROMOTION RULES

(NON-TEACHING EMPLOYEES)



BIHAR ANIMAL SCIENCES UNIVERSITY
PATNA

ACKNOWLEDGEMENTS

I would like to express my deepest gratitude to Dr. Rameshwar Singh, Hon'ble Vice-Chancellor, Bihar Animal Sciences University, Patna for trust on committee members and his wholehearted support to carry out these activities in an efficient and systematic manner. I am taking this opportunity to thank all the members of this committee i.e. Dr. Rakesh Kumar, Dr. Savita Kumari, Dr. Bipin Kumar Singh, Dr. Anjay and Mr. M.S. Ansari, for their quality inputs and sparing their valuable contribution in formulation and finalisation of these rules. I am also thankful to Dr. Ajeet Kumar, Dr. Manoj Kumar and Dr. Pankaj Kumar, BVC, Patna for helping the committee in finalization of the qualifications for different non-teaching technical positions. I also thank Dr. Ravindra Kumar, Director Research, BASU and Dr. Hansraj, Advisor, ICT, BASU, Patna on behalf of the committee for their valuable suggestions. The typing, printing and other support provided by Mr. Saket Kumar and Mr. Manish Kumar enabled in completing this document on time.

(R.K. Trivedi)
Chairman of the Committee

A committee was constituted by Bihar Animal Sciences University, Patna vide office order No. का०आ०सं०. 104 प्रशा०/कु०स०/बि०प०वि०पि०, पटना दिनांक 22.06.2019 एवं पत्रांक 567/कु०स०/प्रशा०/बि०प०वि०पि०, पटना दिनांक 22.06.2019 under the chairmanship of Dr. Raman Kumar Trivedi, Director Student Welfare, BASU, Patna to prepare Recruitment Rules, Qualifications, Promotion Rules & Ladder and Seniority List of the non-teaching employees of the University.

After having extensive deliberations with all stakeholders, and referring to several documents and rules of sister universities, the committee has prepared these rules & regulations. Accordingly, we the members of this committee are pleased to present the same to the Vice Chancellor for Approval and implementation.

(Savita Kumari)
Member

(Bipin Kumar Singh)
Member

(Rakesh Kumar)
Member

(Anjay)
Member

(M.S. Ansari)
Member

(R.K. Trivedi)
Chairman

COMMITTEE MEMBERS

- | | | | |
|----|--------------------------------|--|-----------------|
| 1. | Dr. Raman Kumar Trivedi | Director Students Welfare, BASU | Chairman |
| 2. | Mr. M. S. Ansari | Deputy Registrar, BASU | Member |
| 3. | Dr. Rakesh Kumar | Associate Professor, SGIDT | Member |
| 4. | Dr. Bipin Kumar Singh | Assistant Professor, SGIDT | Member |
| 5. | Dr. Savita Kumari | Assistant Professor, BVC | Member |
| 6. | Dr. Anjay | Assistant Registrar, BASU | Member |

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**Recruitment & Promotion Rules
(Non-Teaching Employees)**

1. Short Title and Commencement

- i. These rules may be called Bihar Animal Sciences University, Patna Recruitment and Promotion Rules for Non-Teaching Employees.
- ii. These will come into force on the date of its notification.

2. Definitions

- (a) "Act" means the Bihar Animal Sciences University Act, 2016 as amended from time to time.
- (b) "BOM" means the Board of Management of the Bihar Animal Sciences University, Patna.
- (c) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or on contract basis.
- (d) "Government" means the State Government.
- (e) "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the University for Promotion to a higher post specified in these Rules.
- (f) "Non-Teaching Employees" means employees of the University other than University teachers and such other employees as defined otherwise.
- (g) "On Probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (h) "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract! daily wages/ temporary/ ad-hoc promotion.
- (i) "Statutes" and "Regulation" means, respectively, the Statutes and Regulations of the University made under the Bihar Animal Sciences University Act, 2016.
- (j) "Selection Committee" means a composition of members of Selection Committee including Departmental Promotion Committee as specified in the Statues, where not specified, as per these Recruitment Rules.
- (k) "University" means the Bihar Animal Sciences University established under the Bihar Animal Sciences University Act, 2016.

3. Extent of Application

These rules shall apply to all the non-teaching employees of the University.

4. The staff of the Bihar Animal Sciences University shall be classified as per Bihar Govt. Memo No. 3/M1-1099/90/Sa. 721 dated 01.06.2018 in to following groups:

- a. Group "A"
- b. Group "B"
- c. Group "C" including Multi Tasking Staff (MTS)

5. Appointing Authority

The Appointing Authority for the posts in Group 'A' shall be the Board of Management and for Group 'B' and Group 'C' shall be the Vice-Chancellor.

6. Schedule

The details of qualifications, experience etc. for various posts and any other information relevant to the post are specified in the Annexure -1

7. Method of Recruitment

The following shall be the mode of recruitment for various posts existing in University:

- (a) Direct Recruitment
- (b) Promotion
- (c) Deputation

8. Procedures for issue of Advertisement and inviting applications for all categories of Nonteaching posts

I. Issue of Advertisement

The vacant Non-teaching posts of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised in appropriate time, giving at least two insertion in any or the popular National Dailies, and websites of Bihar Animal Sciences University, Patna (basu.org.in). Individuals desirous of offering their candidature for a given post may submit their applications (as prescribed in the advertisement) with all the necessary enclosures and prescribed application fee, if any, within the prescribed closing date.

Note: Notwithstanding the provisions mentioned in these rules for each post, the University may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the University with proper Justifications.

II. Date of issue of Advertisement

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

III. Validity period of Advertisement

Where the Selection Committee has not met even 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 necessitate, it 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 the receipt of applications.

IV. Application Form

- a) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a proof of payment of prescribed fees only for the amount as fixed from time to time by the University. The University may invite applications online or as hard copy or both to be specified in the advertisement. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time. The SC/ST/BC/EBC/PWD will be given concessions in application fee as per Government of Bihar rules.

b) Receipt of applications

The closing date for application forms shall be four weeks or as specified in the advertisement from the date of release of vacancies to the press by the University. However, the Vice-Chancellor may at his/her discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. In case the closing date is a holiday, the next working day shall be treated as closing/ last date.

Applications should be addressed to the Registrar or the officer nominated by the Vice-Chancellor for this purpose, "Bihar Animal Sciences University, Patna, Bihar, Pincode 800 014" in a closed cover super-scribed "Application for the post of along with the "Post Name: " of the post as prescribed in the advertisement.

d) Holding of Written Tests

While filling up the posts under direct recruitment, the University may hold the written tests for Group "B" and "C" Non-Teaching posts to be decided by the competent authority. The written tests may comprise language proficiency in English, General Knowledge, Analytical Ability, University System, Office Procedures, Filing, Noting, drafting, Basic GoB Rules etc. or any other subject or professional test depending upon the exigency of service and job requirements as per approval of the Competent Authority.

The criteria to assign appropriate weightage to qualification, experience, performance in written test, skill/trade test etc. will be decided by the competent authority in consonance with recruitment policy of Govt. of Bihar. The requirement of interview will be dispensed with for junior level group B and C category posts as per directives of state government issued from time to time.

The University may also hold the written tests and other trade/professional tests at the time of promotion of the employees of the University at its discretion and fix qualifying marks in addition to screening of the Annual Performance Appraisal Reports for five preceding years. While screening the Annual Performance Appraisal Reports, the University may also fix any other stringent criteria for consideration of the Departmental Promotion Committee (DPC).

9. Minimum Qualification and Experience

For recruitment to various posts, the qualifications and experience shall be as prescribed in these rules and where these are not prescribed in the rules, the qualification requirements of such posts shall be decided by Board of Management of the University.

10. Age Limit

The upper age limit for appointment to various posts will be governed by the rules of Bihar Government as applicable.

11. Reservations of posts

The policy of the Government of Bihar with regard to the reservation as applicable for various categories in recruitment shall be followed.

12. Screening of applications

The applications received for various posts will be duly screened by the internal screening committee in order to ensure that the applicants fulfilled the criteria prescribed for the posts and also to short list the candidates for written test/interview.

13. Constitution of Selection Committees

The Constitution of the Selection Committee and their quorum are as under:

Selection Committee:

i.	Registrar	-	Chairman
ii.	A representative of State Government to be nominated by the Department of Animal and Fisheries Resources	-	Member
iii.	Two experts, not in service of the University to be nominated by the Vice Chancellor	-	Member
iv.	A representative of SC/ST to be nominated by the Vice Chancellor		Member
v.	Comptroller/Dean/Director or any other Officer to be nominated by the Vice-Chancellor	-	Member
vi.	Either Deputy Registrar (Admin.) or Asstt. Registrar (Rectt.)	-	Member Secretary

The Vice-Chancellor at his/her discretion may include the Head or any other senior member of the unit concerned in the Selection Committees at the time of Selection to any post of the University. Any other member/ members shall also be included in the Selection Committees as per the instructions of Government of Bihar issued from time to time.

14. Direct Recruitment by Open Selection:

- a) Direct recruitment shall be made as per these Recruitment Rules of the University for Non-Teaching employees.
- b) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates.
- c) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview if required to be held to fill up a particular post.
- d) The terms and conditions with regard to the minimum qualification, experience and other terms if mentioned shall be as per Annexure-I.
- e) The rules and procedures prescribed by the Govt. of Bihar in respect of the provisions for the employment of persons from reserved categories shall be followed.
- f) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee.
- g) For presentation and interview, the individual members of the Selection Committee will assign appropriate marks out of the total marks. The average of the marks assigned by the members is the mark obtained by the candidate in presentation and interview. In case of tie, the Committee will select appropriate candidate assigning reason.
- h) The selection committee will prepare a select list and a reserved list. The number of candidates in the select list shall not be more than the posts/vacancy notified in the advertisement. The selection committee may also prepare a reserved list containing 1-3 names per post. The panel of reserved list candidates will be valid for one year from the date of approval of competent authority and the University reserves the right to make appointments from the reserved panel on consequential vacancy caused by non-joining of the candidate within the stipulated time allowed for joining the post or where a candidate joins but he/she resigns or dies within a period of one year from the date of his/her joining post or any equivalent future vacancy (ies).
- j) The University reserves the right to increase/decrease the number of posts at the time of selection.
- k) In case of selection to two or more posts, the recommendations by the Selection Committee shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

- l) The recommendations of the Selection Committee shall be submitted to the Board of Management/Vice Chancellor as applicable and orders of appointment shall be issued after the approval of competent authority.
- m) Based on the recommendations of the Selection Committee, the Board of Management may, at its discretion, sanction one-time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. rules in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.
- n) The Selection Committee's recommendations, when approved by the competent authority, shall remain valid for a period of one year from the date of such approval.

15. Probation

- (i) **In case of direct recruitment:** The selected candidate will be kept on probation for a period of two years from the date of joining.
- (ii) The appointing authority may extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehavior. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
- (iii) Either due to non-performance/misconduct/misbehavior or violation of University rule, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the University shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement. However, when the employee concerned is confirmed on his/her post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his/her promotion to the next higher post, if any available or upward movement under the Modified Assured Career Progression Scheme (MACPS) shall be proportionately increased by one year. In other words, such an employee may be considered for promotion/Modified Assured Career Progression Scheme (MACPS) after one year from the date of his/ her actual date of eligibility.
- (iii) In case of promotion to the next higher post, the employee(s) shall be kept on probation for a period of two years (no probation in case of promotion within the same group of post) from the date of DPC/ Selection Committee. The appointing

authority may extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/she shall be reverted to his/her parent post with immediate effect and in his/her place next junior will be promoted on ad-hoc/ regular basis following prescribed procedure to avoid consequential reversions in the line.

- (iv) All other Bihar Government rules on probation and confirmation as amended from time to time shall be applicable mutatis mutandis.

Note:

- (i) If an employee who is recruited/ promoted to any post(s), avail leave on piece-meal basis or at a time for a period of two months or more during his/her probation period, his/ her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- (ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he/her should be warned of the consequences, i.e. termination of his/her services/ reversion to the post from which he/she is appointed/promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) There will be no probation in the case of an employee appointed to various posts on deputation, tenure basis or re-employment after superannuation.
- (iv) No application for outside employment shall ordinarily be forwarded during the period of probation. However, in case his/her request has been considered by the competent authority of the University at his/her discretion, an undertaking shall be obtained while forwarding application that he/she would resign the post in the event of his/her selection in other department.
- (v) No employee of the University shall be confirmed on his/her post unless and until he/she signs the service agreement.

16. Relaxation of Age and Experience

- a. The statutory provision for relaxing of age, experience etc. prescribed in case of the posts reserved for different categories such as SC/ST/BC/EBC/PWD will be made

applicable to them as per Govt. of Bihar norms. A certificate to this effect in the format as prescribed by the Govt. of Bihar issued from the competent authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under Govt. of Bihar guidelines, such relaxation shall also be considered in appropriate cases as per relevant Govt. rules. There will be no age limit for regular employees of Bihar Animal Sciences University.

- b. In addition to above, Board of Management may relax age limit and experience in respect of employees of Bihar Animal Sciences University, Employees of the Central Government/State Government/Agricultural Universities/Central autonomous bodies/ Public Sector Undertakings etc. equal to the period they have been in service of such organizations.

17. Discipline/Vigilance Clearance Reports

- (i) Candidate who is already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at time of interview if there is any corruption charges pending.
- (ii) Deliberate concealment/ suppression of factual information or any document relating to the eligibility or otherwise as a candidate, supply of fake documents/or misleading statement/information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile etc., the University shall have the powers to investigate/inquire into the matter for further action in this regard at any time of recruitment process or employment as per law.

18. General Terms and Conditions of recruitments

- i. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test / interview. The date for determining the eligibility of all candidates in every respect shall be the closing date for receipt of the applications as prescribed in the advertisement. In other words, no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- ii. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience required after the closing date may be taken into

- account at the time of selection. The experience in different fields as prescribed in these rules against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
- iii. Candidate who is already in service should submit his/her application through proper channel. However, he/ she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer within thirty days after the closing date for receipt of application/advance copy of application(s) failing which he/ she shall not be interviewed. The application for appointment on deputation/lien may be forwarded by the employer along with the CR dossier duly certified by the Competent Authority for the desired periods through proper channel.
 - iv. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause and also based on his/her undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Board of Management shall be final.
 - v. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities/sources. If, any claim/certificate/document is found to be false/fake/incorrect/*mala fide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature leading to cancellation of his/her appointment, if already appointed.
 - vi. If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such

information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.

- vii. The persons appointed against any post shall be governed by the Act/Statutes/ /Regulations/Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Board of Management of the University and rules of the Govt. of Bihar
- viii. For a candidate to be appointed to any non-teaching post, his/her character antecedents will be verified through the police/Deputy Collector/Commissioner. In case of adverse findings, the appointment shall be terminated without any notice.
- ix. Selected candidate will be required to take an oath of allegiance, faithfulness to the constitution of India and make a solemn affirmation to this effect in the prescribed form on appointment.
- x. On appointment, he/she will submit a declaration regarding his/her marital status in the prescribed proforma. In the event of his/her having more than one husband/wife living unless being exempted from the enforcement of the requirement in this behalf his/her appointment will be terminated.
- xi. At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be deposited with the Registrar. The written contract between a employee and the University required to be entered in the form prescribed by the University. Such service agreement shall be duly stamped as per the rates applicable.
- xii. The selected candidate will also have to undergo a medical examination/test to ascertain his/her medical fitness for the post prior to joining. It will be by a medical board for Group A & B posts and by civil surgeon for Group C post. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies shall submit a certificate for his/her employer that he was found medically fit at time of first appointment.
- xiii. The terms and conditions of appointment/Engagement shall be communicated in the “Offer of Appointment/Engagement” to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the

nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post.

- xiv. The selected person shall be required to arrange his/her own accommodation as per his/ her convenience. University accommodation will be considered as per rules for House Allotment in the University.
- xv. The selected candidate will be governed by the terms and conditions “National Pension System” (known as ‘New Pension Scheme’). However, employees who were already in service prior to launch of this scheme, shall continue to be governed by the same scheme in this University also except those appointed-on tenure posts.
- xvi. The selected candidate is liable to serve anywhere within the jurisdiction of University where the offices or projects of the University are located or may be located in future.
- xvii. The selected candidates shall be governed by the Act/Statutes/ Regulations/Rules of the University as amended from time to time and any other rule/regulation prescribed specifically for maintaining the conduct of the employees by the Board of Management of the University.
- xviii. The candidate applying for the non-teaching posts should send the self-attested copies of all certificates relating to his/her educational qualifications, experience, age, caste and other testimonials along with his/her application.
- xix. A relaxation of marks in case of candidates from reserved category will be applicable as per the Govt. of Bihar rules/guidelines.
- xx. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/photo-copies of the enclosures to his/her application, he or she shall not be allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
- xxi. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of approval of selection by competent authority. In any case every panel shall be treated as invalid after one-year w.e.f. the date of the approval of selection by competent authority

- xxii. .
- (ii) The University reserves the right to withdraw the advertisement either partially or wholly at any time without assigning any reason to this effect.
 - (iv) The University reserves the right to reject any application without assigning any reason thereof.
 - (v) The University reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Board of Management in case of any exigency.
 - (vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded.
- xxiii. (i) Interim enquiries shall not be entertained.
- (ii) Canvassing in any form shall disqualify the candidature of the candidate doing so.
 - (iii) Applicants are required to apply on separate form for each post. Each application without the required application fee shall be rejected.
- xxiv. The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the application which will facilitate communication at any point of time.
- xxv. For any clarification, the candidates may contact the Deputy Registrar (Administration) or any other designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.

19. Nature of Duties

The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.

20. Outsourcing of Services and Engagements on Temporary/Ad-hoc/Contract basis:

- i. The University may explore the possibilities of outsourcing of services in the sectors like the security, farms, horticulture, sanitation, housekeeping and other areas wherever possible through agencies by entering into contract for a specified period or

engage manpower through outsourcing agency. For this purpose, the University has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.

- ii. In case regular appointments are delayed, the University may consider engagement on contract basis as per as per Bihar Animal Sciences University Human Resource Manual for engagement of employees on contract basis against sanctioned posts.
- iii. The appointment of skilled/semi-skilled contractual staff in externally funded projects will be purely on co-terminus basis. After the termination of the project, the university will not have any liability of the staff engaged for the externally funded schemes/projects.

21. Promotion

Departmental Promotion Committee (DPC) shall be as under:

i.	Registrar	-	Chairman
ii.	One representative of State government to be nominated by the Department of Animal and Fisheries Resource Department	-	Member
iii.	Two experts from outside the University to be nominated by the Vice Chancellor		Member
iv.	A representative of SC/ST to be nominated by the Vice Chancellor		Member
v.	One of the Dean/Director Comptroller or any other Officer to be nominated by the Vice-Chancellor	-	Member
vi.	Either Deputy Registrar (Admin.) or Asstt. Registrar (Admin.)	-	Member Secretary

The Vice-Chancellor at his/her discretion may include the Head or any other senior member or the unit concerned in the Promotion Committees at the time of Promotion to any post of the University. Any other member/members shall also be included in the Promotion Committees as per the instructions of Government of Bihar issued from time to time.

- (a) The candidates to be considered for promotion must fulfill the prescribed eligibility criteria as on the date of occurrence of vacancy.

- (b) Promotion is earned by means of hard work, good conduct and result oriented performance as reflected in the APAR/ACRs. Only performance reported above “Average” i.e. ‘good’ consistently for the preceding five years shall be taken into consideration by the DPC. While “average” is not an adverse remark, it cannot be regarded as complimentary.
- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years. In case there is any adverse entry in the APAR or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these rules.
- (d) The eligibility criteria, APAR/CR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs and other categories shall be provided to the DPC for consideration.

The zone of consideration of eligible employees for promotion should be as per State Government Rules and instructions with extended zone for SCs/STs to ensure the promotional chances against the reserved quota.

- (e) The meeting of the Departmental Promotion Committee (DPC) may be convened twice every year preferably in first week of January and July.
- (f) The authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (g) Penalties of any kind (major or minor) shall constitute a bar to one’s eligibility for promotion or confirmation. However, minor penalty of “censure” would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- (h) The following cases shall be brought to the notice of the DPC:-
 - i) Employees under suspension;
 - ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - iii) In respect of whom prosecution for a criminal charge has been pending.

The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/ criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the employee is completely exonerated with honour, the due date of his/her promotion will be determined and he will be promoted notionally with reference to the date of promotion of his/her junior and if necessary by reverting the junior-most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the DPCs in the sealed cover shall not be acted upon.

The cases of employees under cloud after clearance by the DPC shall be settled in accordance with the Government of Bihar rules.

22. Functions of the DPC

- i) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group 'A', 'B' & 'C' employees. The constitution of DPC for various categories of posts will be as per clause 21 of these rules.
- ii) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:
 - a) Provisions of the Act/Statutes/Ordinances/Regulations/Rules / Govt. guidelines as applicable.
 - b) Eligibility criteria & relaxations/ concessions applicable to the SC/ST categories.
 - c) Work & Conduct Reports
 - d) The Annual Performance Appraisal Reports (APARs)/ Annual Assessment Reports (AAR) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Assessment Reports/the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned at Rule-22(iii b) & (iii e) or any other criteria for consideration as per the rules.
 - e) Vigilance Clearance Report
 - f) Roster points of the cadre(s) as per the reservation policy of the Govt. of Bihar.
 - g) Performance in the interview/skill test/written test, if conducted by the DPC as per rule.

- iv) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like ACRs/APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note: In case any APAR(s) of any particular period has not been initiated by the designated authority despite the fact that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediate preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

23. Mode of Promotion

- i) In addition to the condition for promotion for the posts as specified above in Clause 17 and in Annexure-II of these rules, the University may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the written tests, interview or other trade/ professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory. The requirement of interview will be dispensed with for junior level non-gazettes group B and C category posts as per directives of Government of Bihar issued from time to time.
- ii) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as Annual Performance appraisal reports APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. Subject to availability of higher posts the employees will be considered for promotion based on the recommendations of the DPC/duly approved by the Competent Authority of the University.
- iii) All promotions of the non-teaching staff shall take effect from the date of joining after approval of recommendation of the Department Promotion Committee by the competent authority.
- iv) The qualifying of Typing Test/ Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Upper Division Clerk,

Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time. Further, the qualifying of Typing Test/Skill Test with knowledge of computers shall also be the compulsory requirement for all Stenographers and Personal Assistants of the University who will be considered for promotion as Personal Assistant and Private Secretary as per the eligibility criteria prescribed in these rules.

24. Panel

The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year from the date of such approval of the competent authority. It should cease to be in force on the expiry of a period of one year or when a fresh panel is prepared, whichever is earlier.

25. Modified Assured Career Progression Scheme (MACP)

- (i) The financial up-gradation under the Modified Assured Career Progression (MACP) Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the orders/guidelines of Government of Bihar as amended/issued from time to time.
- (ii) In case of financial up-gradation under MACP up to the level of Deputy Registrar or equivalent, the Registrar or any officer nominated by Vice-Chancellor shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PWD etc. wherever required as per the guidelines of the GoB.
- (iii) Any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the Board of Management of the University shall be final.

26. Removal of Difficulties

- i) The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules.
- ii) All existing rules and orders in relation to the matters covered under these rules shall stand superseded 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.

27. Interpretation

Any ambiguity or lack of clarity with regard to any clause of the rules, the decision of the Board of Management shall be final.

28. Amendment of Rules

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these rules. The decision of the Board of Management shall be final and binding on all employees.

29. Residuary Matters

In respect of all matters not specifically provided for in these rules, the corresponding provisions as prescribed by the Govt. of Bihar relating to its employees, as amended from time to time, will be followed. In case any particular provision in these rules clashes with any provision of the Act/Statutes, the provision of the Act/Statutes shall prevail and the provision in these rules shall stand superseded.

30. Liability of officers to serve in different places

Employees appointed shall be liable to serve anywhere within the jurisdiction of the University.

31. Territorial Jurisdiction

In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court of state where the cause of action has arisen.

32. Savings

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the State Government from time to time in this regard.

Qualification for Direct Recruitment

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Age	Qualification for Direct Recruitment	Remarks
1.	Deputy Registrar	37400-67000 + 8700 (6 th CPC) Level-13 (7 th CPC)	3	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. Five years of experience as Assistant Professor in a College or a University with experience in educational administration. (Pay Level-12). Or Comparable experience in research establishment and/or other institutions of higher education (Pay Level-12). Or Five years of administrative experience as Assistant Registrar or in an equivalent post (Pay Level-12).	a) 50 percent of the posts of Deputy Registrar will be filled by direct appointment and 50 percent posts will be filled by promotion from the post of Assistant Registrar (Grade-II). b) The panel of the committee will be considered valid for one year from the date of recommendation. c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion. d) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.
2.	Assistant Registrar (Grade-II)	15600-39100 + 5400 (6 th CPC) Level-10 (7 th CPC)	4	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	(i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (ii) Five years of experience in Pay Level-8 or equivalent. 1. A postgraduate degree from a recognized university with at least 55 per cent score or its equivalent grade 'B' of UGC 7-point scale	a) The university will fill up 50 percent of the total permanent sanctioned posts of Assistant Registrar through direct appointment and 50 percent with promotion from the post of Assistant Registrar (Grade-I)/Assistant (Multi Task Office Assistant)/Assistant Administrative Officer (Pay Level-8).

					<p>with good academic record with. Computer knowledge required.</p> <p>2. Minimum five years of work experience, including two years in the Government / Semi-Government / Public Undertaking, as the Assistant Registrar (Grade-I)/Executive Officer / Assistant Administrative Officer or equivalent post in Pay Level-8.</p>	<p>b) The panel of the selection committee will be considered valid for one year from the date of recommendation.</p> <p>c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>d) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.</p>
3.	Assistant Registrar (Grade-I) Cadre Entry	9300-38400 + 4800 (6 th CPC) Level-8 (7 th CPC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>(i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>1. A postgraduate degree from a recognized university with at least 55 per cent score or its equivalent grade 'B' of UGC 7-point scale with good academic record with. Computer knowledge required.</p> <p>2. Minimum two years' experience in the Government / Semi-Government / Public Undertaking, as the Executive Officer / Assistant Administrative Officer or equivalent in Pay level-7.</p>	<p>a) The university will fill up the total permanent sanctioned posts of Assistant Registrar (Grade-I) through direct appointment.</p> <p>b) The panel of the selection committee will be considered valid for one year from the date of recommendation.</p> <p>c) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.</p>

					3. There will be a relaxation of 5 percent in the prescribed score for reserved category candidates.	
4.	Deputy Comptroller	37400-67000 + 8700 (6 th CPC) Level-13 (7 th CPC)	2		<ol style="list-style-type: none"> 1. A Master Degree in Commerce/Master of Business Administration (MBA)/Economics/ Agricultural Economics/ Finance Management with 55% marks or its equivalent grade. 2. At least 5 years of experience as Assistant Comptroller or equivalent in a College or a University in Pay Level- 12. 3. Persons having qualification of Chartered accountant/ Cost and Works accounts with Graduate Degree could also be considered. 	<ol style="list-style-type: none"> a) 50% of the posts of Deputy Controller created/accepted by the State Government will be filled by direct appointment and 50% posts will be filled by promotion from the post of Assistant Comptroller (Grade-II/Grade-II) subject to fulfilment of eligibility criteria. b) From the merit list recommended by the selection committee constituted by the university, 50 percent of the total sanctioned posts of Deputy Controller will be filled by direct appointment. c) The panel of the selection committee will be considered valid for one year from the date of recommendation. d) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion. e) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.
5.	Assistant Comptroller (Grade-II)	15600-39100 + 5400 (6 th CPC)	6	The minimum and maximum age limit for	1. Good Academic Record plus Masters' Degree in commerce/ Master of	a) 50% of the posts of Assistant Controller created/accepted by the State Government will be filled by

		Level-10 (7 th CPC)		direct appointment will be as prescribed by the state government from time to time.	<p>Business Administration (MBA) with at least 55% marks or its equivalent.</p> <p>2. Five years of experience in Pay Level-8 or equivalent.</p> <p>Or</p> <p>1. Bachelor's (Commerce) degree from a recognized university for direct appointment.</p> <p>2. Minimum five years of work experience, including two years in the Government / Semi-Government / Public Undertaking, as the Assistant Comptroller (Grade-I), Executive Officer / Assistant Administrative Officer or equivalent post in Pay Level-8.</p> <p>3. Computer knowledge required.</p>	<p>direct appointment and 50% posts will be filled by promotion from the post of Assistant Comptroller (Grade-I)/Assistant (Multi Task Office Assistant)/Assistant Administrative Officer or equivalent posts in Pay Level-8.</p> <p>b) From the merit list recommended by the selection committee constituted by the university, 50 percent of the total sanctioned posts of Assistant Controller will be filled by direct appointment.</p> <p>c) The panel of the selection committee will be considered valid for one year from the date of recommendation.</p> <p>d) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>e) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.</p>
6.	Assistant Comptroller (Grade-I) Cadre Entry	9300-38400 + 4800 (6 th CPC) Level-8 (7 th CPC)	2	The minimum and maximum age limit for direct appointment will be as prescribed by the state	<p>1. Good Academic Record plus Masters' Degree in commerce/ Master of Business Administration (MBA) with at least 55% marks or its equivalent.</p> <p>2. Minimum two years' experience in the Government/ Semi-Government / Public Undertaking,</p>	<p>a) 50% of the posts of Assistant Controller created/accepted by the State Government will be filled by direct appointment and 50% posts will be filled by promotion from the post of Assistant (Multi Task Office Assistant)/Assistant Administrative Officer.</p>

				government from time to time.	as the Executive Officer/Assistant Administrative Officer or equivalent post in Pay Level-7* . Or 1. Bachelor's (Commerce) degree from a recognized university for direct appointment. 2. Minimum five years of work experience, including two years in the Government / Semi-Government / Public Undertaking, as the Executive Officer / Assistant Administrative Officer or equivalent post. 3. Computer knowledge required.	b) From the merit list recommended by the selection committee constituted by the university, 50 percent of the total sanctioned posts of Assistant Controller will be filled by direct appointment. c) The panel of the selection committee will be considered valid for one year from the date of recommendation. d) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion. e) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.
7.	Secretary to Vice-Chancellor	15600-39100 + 6600 Level-11	1	The minimum and maximum age limit will be as prescribed by the state government from time to time.	1. Good academic record with Bachelor's degree from a recognised University with at least 55% of the marks. At least 07 years of experience in Secretarial work out of which three years should be in the rank of Private secretary or equivalent cadre in the scale of pay of Rs. 9300-34800+ GP 4800 (Level-8) or 09 years of experience in Secretarial work in pay scale of Rs. 9300-34800+ GP 4600 (level-7) in a University/Educational/	--

					Research Institute or other Govt. institutions.	
8.	Private Secretary (PS)	9300-34800 + 4800 Level-8	2	The and maximum age limit will be as prescribed by the state government from time to time.	<p>i. Bachelor's degree from a recognized university and shorthand with 80 words per minute in English or Hindi.</p> <p>ii. Five years' work experience in the post of Private Assistant in Govt./Semi-Govt./Public Sector.</p> <p>iii. Computer knowledge required.</p>	<p>a) 50 percent of the total created/approved posts of private secretary by the state government will be filled by direct appointment and 50 percent posts will be filled by the posts of personal assistant by promotion of limited competition examination (departmental examination).</p> <p>b) Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion. It will be mandatory to comply with the reservation roster rules set and revised time to time by the state government.</p>
9.	Personal Assistant (PA)	9300-38400 + 4600 Level-7	9	The minimum age of 21 years and maximum age limit will be as per prescribed by the state government	Bachelor's degree from a recognized university and shorthand with 80 words in English or Hindi and computer typing with 25 and 30 words per minute in Hindi and English respectively. And computer typing with 25 and 30 words per minute in Hindi and English respectively	<p>a) 50 percent of the total posts of personal Assistant will be filled by direct appointment and 50 percent posts will be filled by the posts of stenographer by promotion of limited competition examination (departmental examination) subjected to fulfilment of eligibility criteria.</p>

				from time to time.	Computer knowledge required.	<p>b) Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>d) It will be mandatory to comply with the reservation roster rules set and revised time to time by the state government.</p>
10.	Stenographer (Grade-I)	5200-20200 + 2400 Level-4	9	The minimum and maximum age limit will be as per prescribed by the state government from time to time.	<p>a) Intermediate¹ or equivalent.</p> <p>b) Computer Typing with 25 and 30 words per minute in Hindi and English respectively and shorthand with 80 words per minute is mandatory.</p> <p>Basic knowledge of computer.</p>	<p>Direct Recruitment</p> <p>d) (Recruitment shall be done as per the “The Bihar Secretariat Stenographers Service Rules, 2006” including amendments and revisions later).</p>
11.	Heavy Duty Vehicle Driver	5200-20200 + 2400 Level-4	2	The minimum age limit will be 21 years and maximum age limit will be as prescribed by the state government from time to time.	<ol style="list-style-type: none"> 1. Matriculation from a recognized Board. 2. Possession of a valid driving license for LMV/HMV motor vehicles issued by the competent authority. 3. Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles. 	50 percent of the total posts will be filled by direct appointment and 50 percent posts will be filled by promotion subject to fulfilment of eligibility criteria.

					Experience of driving motor vehicles for at least 5 years.	
12.	Light Vehicle Driver	5200-20200 + 2000 Level-3	6		1. Minimum educational qualification shall be Matric or equivalent. Possession of a valid driving license for LMV/HMV motor vehicles issued by the competent authority.	100% posts will be filled by promotion subject to fulfilment of eligibility criteria.
13.	Tractor Driver & Driver	5200-20200 + 1900 Level-2	21	The minimum age limit will be 18 years and maximum age limit will be as prescribed by the state government from time to time.	1. Minimum educational qualification shall be Matric or equivalent. Must possess of a valid driving license for LMV/HMV motor vehicles issued by the competent authority.	Direct Recruitment. (Recruitment shall be done as per the "The Bihar Driver's (Appointment and Service Conditions) Rules, 2005" including amendments and revisions later).
14.	Deputy Estate Officer (Civil & Electrical /Mechanical)	15600-39100 + 7600 Level-12	2	The minimum and maximum age limit will be as prescribed by the state government from time to time.	Essential for Civil B. Tech/ B.E./B.Sc. Engg. Or equivalent degree in Civil/Electrical/Mechanical Engineering from AICTE recognized Institute/ University with minimum of 55% marks or equivalent grade point average with relevant experience of 10 years after the qualifying degree, out of which five years should be at GP of 5400/- and five years in GP of 6600/-	50 percent of the total posts of Dy. Estate Officer (Civil & Electrical/Mechanic) created/accepted by the State Government will be filled by direct appointment and 50 percent posts will be filled by promotion from the Assistant Estate Officer. Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.

					<p>Desirable Experience: Candidate should have experience in handling, maintenance, renovation of buildings and in executing new building/roads.</p>	It will be mandatory to comply with the reservation roster rules prescribed by the state government from time to time.
15.	Assistant Estate Officer (Grade-II) (CoF)	15600-39100 + 6600 Level-11	1	The minimum and maximum age limit will be as prescribed by the state government from time to time.	<p>Essential: B. Tech /B. E./B.Sc. Engg in Civil/ Electrical /Mechanical Engineering from AICTE recognized institute /University with five years' experience in relevant field in the Pay Level-10 or equivalent.</p> <p>Desirable Experience: Candidate should have experience in handling, maintenance, renovation of buildings and in executing new building/roads in case of Civil and should have experience in installation & maintenance of mechanical/ electrical equipment installation /machine/ works in case of Electrical/Mechanical.</p>	<p>Direct Recruitment</p> <p>(In the absence of suitable candidate from within the University, post can be filled up with in-service candidate of other Govt. organisations).</p>
16.	Assistant Estate Officer (Grade-I)	15600-39100 + 5400 Level- 10	3	The minimum and maximum age limit will be as prescribed by the state government from time to time.	<p>Essential: B. Tech /B. E./B.Sc. Engg in Civil/Electrical/ Mechanical Engineering from AICTE recognized institute /University.</p> <p>Desirable Experience:</p>	<p>50 percent of the total posts of Assistant Estate Officer (Grade-I) will be filled by direct appointment and 50 percent posts will be filled by promotion from the post of Junior Engineer.</p> <p>(In the absence of suitable candidates from within the University, posts can be filled up with in-service</p>

					<p>Candidate should have experience in handling, maintenance, renovation of buildings and in executing new building/roads in case of Civil and should have experience in installation & maintenance of mechanical/electrical equipment installation /machine/works in case of Electrical/Mechanical.</p>	<p>candidate of other Govt. organisations.)</p> <p>Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>It is mandatory to comply with the reservation roster rules prescribed by the state government from time to time.</p>
17.	Junior Engineer (Grade-II)	9300-34800 + 4600 Level-7	12	The minimum and maximum age limit will be as prescribed by the state government from time to time.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Diploma in civil/electrical Engineering from Technical Education Council / University duly recognized by AICTE New Delhi. <p>or</p> <p>Diploma in civil/electrical Engineering from Deemed university established under UGC act in non-distance mode provided by Deemed university has permission for conducting diploma proper in civil/electrical Engineer from UGC.</p> <ol style="list-style-type: none"> 2. For Junior Engineer (Grade-II) minimum 5 years' experience in pay band 9300-34800 + 4200 	<p>50% of the total posts of Junior Engineer will be filled by direct appointment and 50% posts will be filled from the posts of Electrician/Draftsman by promotion on the basis of limited competition examination (departmental examination).</p> <p>(In the absence of suitable candidates from within the University, posts can be filled up with in-service candidate of other Govt. organisations.)</p> <p>Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p>

					<p>(Level-6) in Govt./Semi-Govt./PSUs.</p> <p>Desirable Experience:</p> <p>Candidate should have experience in handling, maintenance, renovation of buildings and in executing new building/roads in case of civil and should have experience in installation & maintenance of mechanical/electrical equipment installation/machine/works in case of Electrical.</p>	<p>It is mandatory to comply with the reservation roster rules prescribed by the state government from time to time.</p>
18.	Junior Engineer (Grade-I)	9300-34800 + 4200 Level-6	2	The minimum and maximum age limit will be as prescribed by the state government from time to time.	<p>Essential:</p> <p>1. Diploma in civil/electrical Engineering from Technical Education Council / University duly recognized by AICTE New Delhi.</p> <p>or</p> <p>Diploma in civil/electrical Engineering from Deemed university established under UGC act in non-distance mode provided by Deemed university has permission for conducting</p>	<p>50% of the total posts of Junior Engineer will be filled by direct appointment and 50% posts will be filled from the posts of Electrician/Draftsman by promotion on the basis of limited competition examination (departmental examination).</p> <p>(In the absence of suitable candidates from within the University, posts can be filled up with in-service candidate of other Govt. organisations.)</p> <p>Based on the competitive examination conducted by the</p>

					<p>diploma proper in civil/electrical Engineer from UGC.</p> <p>Desirable Experience:</p> <p>Candidate should have experience in handling, maintenance, renovation of buildings and in executing new building/roads in case of civil and should have experience in installation & maintenance of mechanical/electrical equipment installation/machine/works in case of Electrical.</p>	<p>university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>It is mandatory to comply with the reservation roster rules prescribed by the state government from time to time.</p>
19.	Accounting Asstt./Accounting Technician (BASU)	9300-34800 + 4600) Level-7	25	The minimum and maximum age limit will be as prescribed by the state government from time to time.	Bachelor in Commerce (Accounts Honours) from a recognised university or 3 years articleship with any Chartered Accountant Firm and Diploma in Computer Application with 3 Years' experience in Govt./Semi Govt./PSU.	
20.	Section Officer Accounts (BASU)	9300-34800 + 4600 Level-7	3			
21.	Accountant (CoF)	9300-34800 + 4600 Level-7	2			
22.	Accountant (BVC)	9300-34800 + 4200 Level-6	1			Bachelor in Commerce (Accounts Honours) from a recognised university or 3 years articleship with any Chartered Accountant Firm and Diploma in Computer Application

					with 2 Years' experience in Govt./Semi Govt./PSU.	
23.	Receptionist Care Taker (BASU)	9300-34800 + 4200 Level-6	2		Bachelor's degree from a recognized university.	Direct Recruitment
24.	Head Clerks-1 & Cashier-2 (5200-20200 + 2800) Head Clerk-2, Office Superintendent -2 & Administrative Assistant/AAO -3 (9300-34800 + 4200) (BVC)	9300-34800 + 4200 Level-6	10	Not applicable in case of promotions.	Not applicable in case of promotions.	The cent percent post of Head Clerk/ Head Clerk (Accounts) will be filled by promotion of University Promotion Committee. Promotion committee after due scrutiny of records related to service confirmation, departmental charges and annual evaluation report of last five years and period of consideration for promotion against vacant posts approved by the promotion committee constituted by university will be filled through the promotion of Upper Division Clerk post in accordance with seniority.
25.	Dairy Overseer-1, Store Clerk-9, Typist Clerk-4, Typist-cum- Clerk-5, Cashier-1, Office Clerk-2, UDC-17, Record Keeper-2, Store Keeper	5200-20200 + 2400 Level-4	43		Not applicable in case of promotions.	Total posts of Upper Division Clerk will be filled with the approval of University Promotion Committee. The University Promotion Committee will recommend promotions only after due verification of their service confirmation, charge, time period and passing of departmental examination for at least three years, according to the priority order of the latest ranking order

	(ILFC)-1 & Store Keeper-cum-Store Assistant-1 (BVC)					number of the Lower Division Clerk for this purpose.
26.	Clerk-cum-storekeeper, Duplicating Operator & Registration Assistant (BVC) Cadre Entry	(5200-20200 + 1900) Level-2	5	The minimum and maximum age limit will be as prescribed by the state government from time to time.	Intermediate from a recognized board/ university and DCA in Computer with computer typing minimum speed of 25 words in Hindi and 30 words per minute English is mandatory.	<p>Recruitment shall be done as per the “बिहार सचिवालय लिपिकिय सेवा नियमावली, 2006” including amendments and revisions later.</p> <p>(85% of the total posts will be filled by direct appointment and 15% of the clerical posts will be filled by the qualified group 'D' personnel only on clerical post without any examination. Out of 85 percent of direct recruitment posts, 10 percent posts will be reserved for appointment to any one of the dependents of deceased servants of the university/college on compassionate grounds. In this regard, the resolution/circular issued from time to time from general administration department will be followed.</p> <p>The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>It will be mandatory to comply with the reservation roster rules prescribed by the state government from time to time.)</p>

27.	Multi Task Office Assistant ⁵ (BASU-69 BVC-12)	9300-34800 + 4600 Level-7	81	The minimum and maximum age limit will be as prescribed by the state government from time to time.	Bachelor's degree from a recognized university.	<p>Recruitment shall be done as per the “Bihar secretariat Service Act, 2007” including amendments and revisions later.</p> <p>{In the grade of Assistant, 75% of posts shall be filled by direct recruitment on the basis of competitive examination for this purpose and remaining 25% of posts shall be filled by promotion from upper division clerks on the basis of seniority and recommendation of departmental promotion committee constituted for this purpose. (The Bihar Secretariat Service Rules 2010)}.</p>
28.	Administrative Assistant (BVC-3 & CoF-24)	9300-34800 + 4200 Level-6	27		Bachelor's degree from a recognized university.	<p>50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment from upper class clerical and equivalent posts.</p> <p>Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>From the merit list recommended by the selection committee constituted by the university, 50 percent of the total sanctioned posts of Administrative Assistant will be filled by direct appointment.</p>

						<p>The panel of the selection committee will be considered valid for one year from the date of recommendation.</p> <p>The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>It will be to comply with the reservation roster rules prescribed by the state government from time to time.</p>
29.	Library Assistant	9300-34800 + 4200 Level-6	3		<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor degree in library science from recognized university. 2. Minimum five (05) years' experience as library clerk or equivalent in govt./PSU/ Public sector. <p>Desirable: Good knowledge of computer application.</p>	Direct Selection.
30.	Electrician (Grade-II)	5200-20200 + 2400 Level-4	3	The minimum and maximum age limit will be as prescribed by the state government from time to time.	<ol style="list-style-type: none"> 1. Intermediate from a recognized Board. 2. Passed from Govt. recognised ITI in relevant trade. <p>Two years' experience in relevant field in a Govt./ Semi Govt. /PSU</p>	50% posts of Electrician (Grade-II) will be filled by direct recruitment and 50% posts will be filled by promotion of electrician (Grade-I).
31.	Electrician (Grade-I)	5200-20200 + 1900 Level-2	3		<ol style="list-style-type: none"> 1. Matriculation from a recognized Board. 2. Passed from Govt. recognised ITI in relevant trade. 	Direct selection

32.	Mechanic (Grade-II)	5200-20200 + 2800 Level-5	4	The minimum and maximum age limit will be as prescribed by the state government from time to time.	1. Intermediate from a recognized Board. 2. Passed from Govt. recognised ITI in relevant trade. Five years' experience in relevant field in a Govt./ Semi-Govt. /PSU	50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment from Mechanic and equivalent posts.
33.	Mechanic	5200-20200 + 2000 Level-3	2		1. Matriculation from a recognized Board. 2. Passed from Govt. recognised ITI in relevant trade.	Direct Selection
34.	Carpenter (Grade-II)	5200-20200 + 2000 Level-3	3	The minimum and maximum age limit will be as prescribed by the state government from time to time.	Essential: 1. Matriculation from a recognized Board. 2. Two years' experience in relevant field. Preferable: Candidate Passed from Govt. recognised ITI in relevant trade.	50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment from Carpenter (Grade-I) and equivalent posts.
35.	Carpenter (Grade-I)	5200-20200 + 1900 Level-2	2		1. Matriculation from a recognized Board. 2. One year experience in relevant field.	Direct Selection
36.	Plumber (Grade-II)	5200-20200 + 2000 Level-3	3	The minimum and maximum age limit will be as prescribed by the state government	1. Matriculation from a recognized Board. 2. Any certificate course from Govt. recognised institute. Or One year experience in relevant field in recognised organisation.	50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment of Plumber (Grade-I) Plumber (Grade-I) and equivalent posts.

				from time to time.	Preferable: Candidate Passed from Govt. recognized ITI in relevant trade.	
37.	Plumber (Grade-I)	5200-20200 + 1900 Level-2	1		1. Matriculation from a recognized Board. 2. Any certificate course from Govt. recognised institute. Or One year experience in relevant field in recognised organisation. Preferable: Candidate Passed from Govt. recognised ITI in relevant trade.	Direct Selection
38.	Artist	5200-20200 + 4200 Level-6	1	The minimum and maximum age limit will be as prescribed by the state government from time to time.	1. Graduation in Fine Arts from a recognised university. 2. Two years' experience in relevant field in a recognised institute/organisation.	Direct Selection
39.	Audio Visual Technician-cum-Photographer (Grade-II) BASU	5200-20200 + 4200 Level-6	1	The minimum and maximum age limit will be as prescribed by the state government from time to time.	1. Graduation in any discipline from a recognised university. 2. Diploma in Photography. 3. Two years' experience in relevant field in a recognised institute /organisation.	
40.	Audio Visual Technician-	5200-20200 + 2400	3		1. Intermediate/10+2 from a recognised board.	Direct Selection

	cum- Photographer (Grade-I) CoF-1 BVC-2	Level-4			2. Diploma in Photography. 3. Three years of relevant work experience in a recognised institute /organisation.	
41.	Public Relations Officer (PRO)	15600-39100 + 5400	1	The minimum and maximum age limit will be as prescribed by the state government from time to time.	1. Master's degree in Science/Journalism/Public Relation with 55% marks or equivalent. 2. At least 5 years of relevant experience in publicity/Public Relation in reputed University/Govt. organisations.	Direct Selection
42.	Assistant Security Officer	15600-39100 + 5400	1	The minimum and maximum age limit will be as prescribed by the state government from time to time.	1. Graduation from a recognised university. 2. Three years of experience of professional service in security in a university/public sector.	Direct Selection
43.	Estate-cum-Security Officer	15600-39100 + 5400	1	The minimum and maximum age limit will be as prescribed by the state government from time to time.	1. Graduation in any discipline from a recognised university or equivalent. 2. Minimum 5 years commissioned service in Army/Navy/Air Force or a Police officer not below the rank of Assistant Superintendent of Police/Deputy Superintendent of Police of Police service or officer of identical rank in para-military forces.	

Technical Posts

Sl. No.	University Posts	Sanctioned	Age	Qualification	Job Requirement	Remarks
1.	Junior Instrumentation Officer (CIF) (9300-34800 + 5400) Level-9 (BASU)	2	The minimum and maximum age limit will be as prescribed by the state government from time to time.	<p>Essential:</p> <p>1. Degree with minimum 60% marks in Instrumentation & Control Engineering /Electronics & Instrumentation Engineering/ Electrical & Instrumentation/ Instrumentation Technology/ Electronics & Electrical Engineering and must possess three years of relevant experience.</p> <p>Or</p> <p>Diploma with minimum 60% marks in Instrumentation & Control Engineering/Electronics & Instrumentation Engineering/ Electrical & Instrumentation/ Instrumentation Technology/ Electronics & Electrical Engineering and must possess six years of relevant experience.</p> <p>Desirable:</p> <p>Knowledge of computer with proficiency in Ms Word, Excel etc.</p> <p>Preference shall be given to degree holders.</p>	<p>a) Calibration of Electro-Technical Instruments, Biomedical & Electrical Instrumentation and its associated documentation.</p> <p>b) Organizing routine servicing schedules.</p> <p>c) Checking and calibrating instruments to make sure they are accurate.</p> <p>d) Fitting new parts.</p> <p>e) Carrying out quality inspections.</p> <p>f) Responding immediately to equipment breakdowns.</p> <p>g) Fixing faults or arranging for replacements to be installed.</p> <p>h) Validate methods and equipment.</p> <p>i) Maintain equipment in a qualified state and provide technical services to the user scientists.</p>	Direct Selection

					<ul style="list-style-type: none"> j) Troubleshoot problems with instruments and methods. k) Help user in data acquisitions. 	
2.	<p>Farm Manager Operation (9300-34800 + 5400)</p> <p>Level-9 (BVC)</p>	<p>2</p> <p>(Veterinary Science-1 & Agronomy-1)</p>	<p>The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor in Veterinary Science (B.V. Sc. & AH)/Four Year Bachelor's degree in Agriculture or related field of study from recognised university. 2. Should possess three years experience in farm management/Dairy management /animal healthcare. <p>Desirable:</p> <ol style="list-style-type: none"> 1. M.Sc. in Agriculture (Agronomy). 2. Knowledge of computer with proficiency in Ms Word, Excel etc. 	<ul style="list-style-type: none"> a) Monitoring overall farm performance towards breeding and production targets, feed requirement, herd and flock records. b) Assist in the development of budget of feed, whole farm, including the targeted use and resourcing of supplements where required. c) Perform livestock and forage production activities to meet objectives of the farm. d) Management of the day-to-day operation of the farm including planning, deployment of work force permanent employees/outsourced work force and directing and supervising of work to competently carry out their tasks. 	Direct Selection

					<ul style="list-style-type: none"> e) Farm machinery operation and working with a livestock operation and performing duties such as fence and building maintenance, livestock vaccination, disposal of animal waste. f) Participation in training and supervising students/interns working with livestock and performing farm duties. g) Assist in research activities/projects. h) Record keeping of herd, feed, production , farm stock and financial records. 	
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3.	Computer Programmer (9300-34800 + 5400) Level-9 BVC	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Master's Degree in Computer Application or M. Sc. (Computer Science/Information Technology) from a recognised University. Or B.E./B. Tech in Computer Science or Computer Technology or Computer Science & Engineering or Information Technology from a recognised university with three years of experience as computer programmer in any Govt./Semi. Govt./PSU/Private organisation.	<ul style="list-style-type: none"> • Researching, designing, implementing and managing software programs • Testing and evaluating new programs • Identifying areas for modification in existing programs and subsequently developing these modifications • Writing and implementing efficient code • Determining operational practicality • Developing quality assurance procedures • Deploying software tools, processes and metrics • Maintaining and upgrading existing systems • Training users. • Any other task assigned by the University from time to time 	Direct Selection
4.	Meat Testing Assistant (9300-34800 + 5400) Level-9 (BVC)	1	The minimum and maximum age limit for direct appointment	Essential: B. Tech/BE in Food Technology/Food Safety & Quality Assurance or B.V. Sc. & A. H from a recognised university /board. Or	a) Perform analytical tests and accurate record results from testing of raw meat, in-process samples and finished products in a time manner.	Direct Selection

			will be as prescribed by the state government from time to time.	<p>Diploma in Meat Technology and must possess relevant experience of three years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Master's degree (full time regular course only) in Chemistry/ Biochemistry/ Microbiology/Dairy Chemistry /Food Technology/Food Science & Technology/Food & Nutrition/M.V. Sc. (Livestock Products Technology/Veterinary Public Health/Animal Bio-Technology/Veterinary Microbiology) with specialisation in meat testing. 2. Knowledge of computer with proficiency in Ms Word, Excel etc. 	<ol style="list-style-type: none"> b) Carry out special laboratory tests and investigations related to meat and meat products as per prescribed standards of meat inspection. c) performing inspection activities at meat-plant and equipment to the extent appropriate to SOP. d) Maintain and operation of laboratory and abattoir equipment in a qualified state. e) Assist in diagnostic techniques and work of research projects. 	
5.	OT Master/OT Technician (9300-34800 + 5400) Level-9 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <ol style="list-style-type: none"> 1. B. Sc. (Operation Theatre) from a recognised university and must possess three years of experience as operation theatre technician in recognised institute/registered hospital. <p>Or</p> <p>Diploma in Operation Theatre from any recognised university/institution and registration from pharmacy council, Govt. of India with</p>	<ol style="list-style-type: none"> a) Responsibility for clean and disinfected OT and sterilisation of surgical instruments. b) Assist in preparing operating rooms for surgery. c) Ensure by checklist the completeness of surgical instruments, anaesthetic machines, workstation monitors, breathing circuits, gas cylinders etc., bandages, linens 	Direct Selection

				<p>six years working experience as operation theatre technician in recognised institute/registered hospital.</p> <p>Desirable: Knowledge of computer with proficiency in Ms Word, Excel etc.</p>	<p>and other equipment are ready and in proper order before the operation starts.</p> <p>d) Responsibly pass the surgeons the desired equipment as well as count sponges and needles before and after the surgery.</p>	
6.	Commercial Production Manager (9300-38400 + 5400) Level-9 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential: Bachelor's degree in agribusiness management, business administration, industrial & Production Engineering/ food science from a recognised university /institution with three years of experience in commercial production/manufacturing processes techniques in production of meat and meat products/dairy/ biologicals.</p>	<p>a) Planning and execution to improve the manufacturing process to ensure higher-quality goods.</p> <p>b) Implementation and reviewing new specifications and procedures for products or processes and training staff to employ them.</p> <p>c) Estimating requirements for raw materials from suppliers and monitoring their compliance.</p> <p>d) Supervising, technicians, and other staff members and providing guidance</p> <p>e) Ensuring legal obligations be followed and compliance with regulatory bodies and</p>	Direct Selection

					<p>with health and safety guidelines.</p> <p>f) Overseeing products development procedures to identify any deviations from quality standards.</p> <p>g) Inspecting the final output, comparing it to the requirements and approving or rejecting the final products.</p> <p>h) Keeping accurate documentation and performing statistical analysis.</p> <p>i) Gaining feedback from the end users, experts, scientists.</p> <p>j) Compilation and submission of progress reports.</p>	
7.	Quality Control Manager (9300-38400 + 5400) Level-9 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government	Bachelor's degree in Business administration, management, engineering, industrial technology. Must possess three years' experience in production or manufacturing /business administration. In depth knowledge of quality control procedures and legal standards. Strong knowledge of mathematics, data analysis and statistical methods.	--	Direct Selection

			from time to time.			
8.	Farm Manager (9300-34800 + 4200) Level-6 (CoF)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Bachelor in Fisheries Science (B.F. Sc.) from recognized university. 2. One year experience in relevant field.	--	Direct Selection.
9.	IT Technician-cum-Website Manager (9300-34800 + 4200) Level-6 (CoF)	2	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	1. B.E./B. Tech in Computer Science or Computer Technology or Computer Science & Engineering or Information Technology/ Bachelor of Computer Application from a recognised university. 2. Minimum one year experience of website management/computer programming.	a) Designing, implementing and managing BASU Website b) Testing and evaluating new application c) Identifying areas for modification in existing programs and subsequently developing these modifications d) Writing and implementing efficient code e) Deploying software tools, processes and metrics	Direct Selection.

					<p>f) Maintaining and upgrading existing system.</p> <p>g) Any other task assigned by the University from time to time.</p>	
10.	Cyto-immuno Lab Assistant (9300-34800 + 4200) Level-6 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<ul style="list-style-type: none"> • B.V. Sc. & A.H./B. Sc. in Microbiology/Biotechnology from recognised university. <li style="text-align: center;">Or • Intermediate/10+2 in Science or equivalent qualification with Diploma in MLT from an Institute recognized by the AICTE or any other statutory body authorised by Govt. for the purpose. • Two years' experience in a clinical/experimental laboratory. • Knowledge of Computer <p>Preference shall be given to degree holders.</p>	<p>a) Organize, maintain clean and restock central core lab functional areas daily</p> <p>b) Performs routine lab activities including defrosting freezers, Monitor and add water to incubators, Refill & clean water baths, refill ethanol bottles in tissue culture rooms. Bleach and empty waste containers as needed.</p> <p>c) Organize & wipe down storage shelves, remove expired regents</p> <p>d) Schedule monthly calibration of CO2 /humidity of the tissue culture incubator.</p> <p>e) Run simple maintenance on selected laboratory equipment</p> <p>f) Submit requested (on behalf of the scientists) for instrument repairs</p>	Direct Selection.

					<p>g) Monitor Central inventory centre and work with vendor to optimize organization</p> <p>h) Order & Restock media, instrument buffers, Cold room inventory, agar plates, supplies, solvents & chemicals within authorized limits.</p> <p>i) Monitor satellite accumulation areas (chemical hoods) for timely disposal of chemical through waste management vendors</p> <p>j) Disposal of bio-hazardous and routine garbage in compliance with Environment, Health and Safety procedures.</p>	
11.	Hatchery Manager (9300-34800 + 4200) Level-6 (CoF)	2	The minimum and maximum age limit for direct appointment will be as prescribed by the state government	<p>Essential:</p> <p>1. Bachelor's degree in Fisheries Science (B.F. Sc.) from a recognised university with two years' experience in relevant field.</p> <p style="text-align: center;">Or</p> <p>M. Sc. in Zoology/B. Sc. in Industrial Fisheries with three years' experience in relevant field.</p> <p>2. Knowledge of Computer.</p>	--	Direct Selection.

			from time to time.			
12.	Technical Assistant (9300-34800 + 4200) Level-6 (SGIDT)	19	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. B. Tech. (Dairy Technology)/B. Sc. in Chemistry/Microbiology with one year experience in the relevant field. 2. Knowledge of Computer.	a) Validate methods and equipment and write SOPs for the various technical processes. b) Carry out testing of samples as per the SOPs. c) Maintain equipment in a qualified state and provide technical services to the user scientists. d) Troubleshoot problems with instruments and methods. Help user in data acquisitions. e) Assist in management of laboratories. f) Maintain and coordinate use of scientific equipment and infrastructure. g) Preparation of scientific reports. h) Testing and calibration of electrotechnical instruments; Report preparation/ documentation and other back office works. i) Design and carryout laboratory experiments	Direct Selection.

					for undergraduate and postgraduate students.	
13.	Lab Equipment Maintenance Technician (9300-34800 + 4200) Level-6 (CoF)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <ul style="list-style-type: none"> • B. Tech./B.E. (Instrumentation) or equivalent from a recognised university and one year experience in relevant field. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Three years' full time Diploma in Instrumentation /Electronics /Mechatronics. <p>Preference shall be given to degree holders.</p>	<p>a) Basic knowledge on electronic components and other basic laboratory equipment and accessories.</p> <p>b) Carry out upgradation and alterations on equipments as directed by the Junior instruments officer on an ongoing basis, to improve operation and safety of equipments.</p> <p>c) Responsible for installations and maintenance of equipment, upkeep of equipment operating by following operating instructions; update and improve existing equipment.</p> <p>d) Observe troubleshooting breakdowns; perform preventive maintenance; calling for repairs.</p> <p>e) Assist in procurement to order equipment and spare parts according to stock requirement.</p> <p>f) Perform electrical, mechanical and safety</p>	Direct Selection.

					<p>testing, maintaining calibration details and scheduled calibration of lab equipment and subessile before expiry of due date.</p> <p>g) Documentation of information by maintaining daily logs and equipment maintenance record books, SOPs, change requests, deviations and investigation reports.</p>	
14.	<p>Molecular Lab Assistant (9300-34800 + 4200) Level-6 (BVC)</p>	1	<p>The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.</p>	<p>B. Sc. Biotechnology/B. Sc. in Medical Laboratory Technology/ B. Sc. in Microbiology/Life Sciences with one year experience in molecular Biology (DNA, RNA isolation, PCR primer designing, DNA sequencing).</p> <p>Or</p> <p>Bachelor of Medical Laboratory Technology from a recognised university/institute with one year experience relevant field.</p> <p>Or</p> <p>Diploma in Medical Laboratory Technology (DMLT) with two years hands-on experience in molecular Biology (DNA, RNA isolation, PCR primer designing, DNA sequencing).</p>	<p>a) Assist instructors in the planning, organization of laboratory materials.</p> <p>b) Set up, disassemble, clean and replace in stock the equipment, apparatus and materials used in the laboratory; dispose of hazardous chemicals according to prescribed methods.</p> <p>c) Provide assistance to staff members as requested; assist in the preparation of laboratory materials; administer tests as required.</p> <p>d) Maintain inventory of equipment, specimens,</p>	Direct Selection.

				<p>Preference shall be given to degree holders.</p>	<p>materials and supplies; prepare requisitions and process purchases of instructional supplies and equipment according to established procedures; receive and store materials and supplies.</p> <p>e) Maintain live specimens including animals and cultures, coordinating the care and feeding as necessary.</p> <p>f) Operate a variety of laboratory and instructional equipment, tools and machines; maintain and make minor repairs to equipment and machines to assure proper working condition; perform minor maintenance of equipment including calibrating, repair and minor repair needs according to established procedures.</p> <p>g) Receive, store, issue and maintain instructional materials</p>	
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					<p>and equipment; regulate the use of audio visual equipment; assure the safety and security of materials and equipment.</p> <p>h) Employ various sterilization techniques for glassware, equipment and apparatus.</p> <p>i) Maintain various records related to budget expenditures, requisitions, purchase orders, equipment and supplies.</p> <p>j) Perform related duties as assigned.</p>	
15.	Wet Lab Supervisor (9300-34800 + 4200) Level-6 (CoF)	2	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Bachelor's degree in Fisheries Science (B.F. Sc.) from recognised university with two years' experience in relevant field.</p> <p>Or</p> <p>M. Sc. in Zoology/B. Sc. in Industrial Fisheries with three years' experience in relevant field.</p> <p>Knowledge of Computer.</p>	--	Direct Selection.

16.	Incharge Medical Store (5200-20200 + 2800) Level-5 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Diploma in Pharmacy from a recognised institution/college and must be registered with Govt. Pharmacy Council (National/State). 2. Proficiency in Computer Operations. <p>Desirable Bachelor's Degree in Pharmacy from recognised university and must be registered with Govt. Pharmacy Council (National/State).</p>	Smooth functioning of Veterinary Medicine store.	Direct Selection.
17.	Imaging Technician (5200-20200 + 2800) Level-5 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Intermediate/10+2 in Science from a recognised board/university. 2. Diploma in Imaging Technology with 2 years' experience in relevant field. 3. Proficiency in Computer Operations. <p>Desirable: Bachelor's degree in Medical Radiography.</p>	X-ray/Ultra sonography of healthy and sick animals.	Direct Selection.
18.	Feed Plant Technician (5200-20200 + 2800) Level-5 (BVC)	1	The minimum and maximum age limit for direct appointment will be as	<p>Essential:</p> <ol style="list-style-type: none"> 1. Intermediate/10+2 in Science from a recognised board/university. 2. Diploma in mechanical engineering with 1 year experience in relevant field. 	Operation of feed plant.	Direct Selection.

			prescribed by the state government from time to time.	3. Proficiency in Computer Operations. Desirable: Experience in mechanical plant operations.		
19.	Laboratory Technician (5200-20200 + 2800) Level-5 (BVC)	26	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Bachelor's Degree in Science having subject Chemistry/ Zoology/ Biochemistry/ Microbiology from a recognised university/ Institution. Or Diploma in Medical Laboratory Technology (DMLT) with 2 years' experience in relevant field. 2. Proficiency in Computer Operations.	Laboratory Analysis and research works.	Direct Selection.
20.	Lab Assistant (5200-20200 + 2400) Level-4 (BVC)	12	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	1. Intermediate/10+2 or equivalent with Science and having one year experience in laboratory works (handling scientific appliances, glassware and chemicals etc.) Working knowledge of computer/ data handling.	Assistance in laboratory and research works.	Direct Selection.

21.	Computer Operator (5200-20200 + 2400) Level-4 (BVC)	24	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<ol style="list-style-type: none"> 1. Passed Intermediate/10+2 from a recognised board. 2. Diploma in Computer Application with typing skills 3. Two years of relevant experience. 		Direct Selection.
22.	Data Analyst (5200-20200 + 2400) Level-4 (BVC)	2	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Intermediate/10+2 or equivalent from a recognised board. 2. Diploma in computer programming or data base management from Department of Electronics Accredited Computer Courses (DOEACC) recognised institution. <p>Desirable: Bachelor's degree from a recognised university with 60% marks and one year work experience in Data Analysis in Govt. or PSUs.</p>	Data handling of the university.	Direct Selection.

23.	Data and Console Operator (5200-20200 + 2400) Level-4 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Intermediate/10+2 or equivalent from recognised board. 2. Diploma in computer programming or data base management from Department of Electronics Accredited Computer Courses (DOEACC) recognised institution. <p>Desirable: Bachelor's degree from a recognised university with 60% marks and one year work experience in Data Analysis in Govt. or PSUs.</p>	Data handling of the university.	Direct Selection.
24.	Physical Training Instructor (PTI) (5200-20200 + 2400) Level-4 (CoF)	4	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Bachelor's Degree in Physical Education (PBD) Or Intermediate/10+2 or equivalent from a recognised board and Diploma in Physical Education with 2 years' experience.</p>	<ol style="list-style-type: none"> 1. Physical training of students and staff of the university. 2. Organisation of physical training camps. 	Direct Selection.
25.	Medical Lab Attendant (5200-20200 + 2000) Level-3	3	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<ol style="list-style-type: none"> 1. Diploma in Pharmacy from a recognised institution. 2. Two years' experience in laboratory works. 	Assistance in laboratory and research works.	Direct Selection.
26.	Post-mortem Technician (5200-20200 + 2000) Level-3 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<ol style="list-style-type: none"> 1. Intermediate/10+2 or equivalent from a recognised board. 2. Diploma/certificate in Pathological technician from a recognised Govt. institution. 3. Two years' experience in post-mortem/pathological works. 4. 	Assistance in post mortem of livestock and poultry.	Direct Selection.

27.	OT Assistant (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age by the state government from time to time.	<p>Essential:</p> <ul style="list-style-type: none"> • Intermediate/10+2 or its equivalent from a recognized Board or Institution. • Minimum one-year Certificate of Competence/diploma in Operation Theatre Assistant in regular mode from a recognized Board or Institution. <p>Desirable: Practical experience as operation theatre assistant from recognized Hospital or Institute</p>	Direct Selection.
28.	Physical Training Instructor (PTI) (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<ol style="list-style-type: none"> 1. 10 + 2 or its equivalent from a recognized Board or Institution and Diploma in Physical Education. 2. One-year experience in relevant field in a Govt./ Quasi Govt. /PSU 	Direct Selection.
29.	Pharmacist/Compounder (5200-20200 + 1900) Level-2 (BVC)	2	The minimum and maximum age limit for direct appointment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Intermediate/10+2 or its equivalent from a recognized Board or Institution 2. Diploma in Pharmacy/Nursing from a recognized University/Institution 	Direct Selection.

			will be as prescribed by the state government from time to time.	Desirable: Experience in Handling of dressing wounds in reputed hospital or industry.		
30.	Compounder (5200-20200 + 1900) Level-2 (CoF & BVC)	2	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Intermediate/10 + 2 or its equivalent from a recognized Board or Institution. 2. Diploma in Nursing from a recognized University/Institution Desirable: Experience in Handling of dressing wounds in reputed hospital or industry.		Direct Selection.
31.	Human Compounder (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Intermediate/10 + 2 or its equivalent from a recognized Board or Institution. 2. Diploma in Pharmacy/Nursing from a recognized University/Institution Desirable: Experience in Handling of dressing wounds in reputed hospital or industry.		Direct Selection.

32.	Pump Operator (5200-20200 + 1900) Level-2 (CoF)	3	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Matriculation from a recognized Board. 2. Diploma for driving engines and the knowledge of general mechanism of all types of engines in regular mode from a recognized Board or Institution. or ITI in the relevant Trade. Desirable: Practical experience as an engine driver and working of oil engines and pumps in reputed institution or industry.	Direct Selection.
33.	Andrology Lab Technician (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Intermediate/10 + 2 or its equivalent with Science from a recognized Board or Institution. 2. Minimum One-year diploma/certificate of Competence in andrology in regular mode from a recognized Board or Institution. Desirable: Practical experience as Andrology Lab technician from recognized Hospital or Institute	Direct Selection.
34.	Curator-cum-Museum /Specimen Technician (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age limit for direct	Essential: • Intermediate/10 + 2 or its equivalent from a recognized Board or Institution Desirable:	Direct Selection.

			appointment will be as prescribed by the state government from time to time.	Practical experience as Pathology Andrology Lab technician from recognized Hospital or Institute.		
35.	Livestock/Farm/Lab Assistant (5200-20200 + 1900) Level-2 (CoF)	24	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Intermediate/10 + 2 or its equivalent with Science from a recognized Board or Institution. 2. One-year experience in relevant field in a Govt./ Quasi Govt. /PSU Desirable: • ITI in the relevant Trade. Training from Govt. Research Institution.		Direct Selection.
36.	Technical Assistant (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. Intermediate/10 + 2 or its equivalent with Science from a recognized Board or Institution. 2. One-year experience in relevant field in a Govt./ Quasi Govt. /PSU Desirable: • ITI in the relevant Trade. Training from Govt. Research Institution.		Direct Selection.

37.	Riding Master (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. 10 + 2 or its equivalent from a recognized Board or Institution 2. One-year experience in relevant field in a Govt./ Quasi Govt. /PSU		Direct Selection.
38.	Sawar Subedar (5200-20200 + 1900) Level-2 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Essential: 1. 10 + 2 or its equivalent from a recognized Board or Institution 2. One-year experience in relevant field in a Govt./ Quasi Govt. /PSU		Direct Selection.
39.	Lab Attendant (5200-20200 + 1900) Level-2 (CoF)	12	The minimum and maximum age limit for direct appointment will be as	Essential: 1. 10 + 2 or its equivalent with Science as a subject from a recognized Board or Institution. 2. One-year experience in relevant field in a Govt./ Quasi Govt. /PSU Desirable: ITI in the relevant Trade.	50% posts of Lab Attendants will be filled by direct recruitment and 50% posts will be filled by promotion of attendant subject to fulfilment of eligibility criteria.	Direct Selection.

			prescribed by the state government from time to time.			
40.	Fisherman (5200-20200 + 1800) Level-1 CoF	8	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	Matriculation or equivalent.	Direct recruitment	Direct Selection.
41.	Multi Task Worker (Library Attendant) (5200-20200 + 1800) Level-1 (BASU- 52, BVC- 105, SGIDT- 56 & CoF- 68)	281	Minimum age 18 maximum as prescribed by State Govt. time-to-time.	Matriculation or equivalent. Candidates should be healthy and able to cycling. For ladies' candidates cycling is not mandatory. (बिहार समूह 'घ' (भर्ती एवं सेवा शर्तें) नियमावली, 2010।)	Direct recruitment	Direct Selection.
42.	Junior Research Associate (JRA) (9300-34800 + 4200) Level-6 (BVC)	1	The minimum and maximum age limit for direct appointment will be as prescribed	Essential: 1. M.V. Sc./M. Sc. in Microbiology /Biochemistry from recognised university with 60% marks. 2. One year experience or skill of conducting research of molecular diagnostic laboratory for Post Graduate in science	a) Conduct test in accordance with protocol/procedures and summarize results, data compilation, analysis and documentation b) Maintenance of log book of instruments and experiments/test conducted	Direct Selection.

			by the state government from time to time.		<p>and assist in laboratory analysis, quality control or data management.</p> <p>c) Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected</p> <p>d) Set up, calibrate and maintain laboratory and /or field research equipment, as specified by the requirements of the study</p> <p>e) Provide ready access t all experimental data for the faculty researcher and/or project supervisor</p> <p>f) Travel to field sites to collect and record data and/or samples as appropriate to the specific objectives of the study and prepare reports</p> <p>g) Preparation of indent request for equipment of supplies necessary for the laboratory</p> <p>h) Perform miscellaneous job-related duties as assigned</p>	
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43.	Senior System Analyst (37400-67000 + 8700) Level-13 (BASU)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <p>1. M.E./M. Tech in Computer Science or Computer Technology or Computer Science & Engineering or Information Technology from a recognised university.</p> <p>Minimum 5 years' relevant experience in Pay Level-12 or equivalent or 10 years of relevant experience in Pay Level-11 or equivalent.</p>	<ul style="list-style-type: none"> • Management of BASU datacenter and computer application activities • To ensure compliance with data integrity and security policies; • Implementation of academic automation. management of CCTV monitoring systems. • To verify and ensure correctness of data wherever necessary; • To ensure proper implementation and maintenance of IT Infrastructure. • To coordinate with all institutional stakeholders (students, faculty, admin etc.) and government agencies (like NKN etc.) in order to ensure smooth functioning of IT services. • To provide advice and recommendations on improvements in methods, systems and procedures related to IT setups. • To coordinate the procurement of IT 	Direct Selection.
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					Equipment & allied infrastructure. Any other task assigned by the University from time to time.	
44.	System Analyst (15600-39100 + 7600) Level-12 (BASU)	1	The minimum and maximum age limit for direct appointment will be as prescribed by the state government from time to time.	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.E./B. Tech in Computer Science or Computer Technology or Computer Science & Engineering or Information Technology from a recognised university. 2. Minimum 5 years of relevant experience in Pay Level-11 or equivalent. <p>Desirable:</p> <p>M.E./M. Tech in Computer Science or Computer Technology or Computer Science & Engineering or Information Technology from a recognised university and 5 years of relevant experience in Pay Level-11 or equivalent.</p>	<ul style="list-style-type: none"> • Managing master data, including creation, updates, and deletion. • Provide quality assurance of imported data, working with quality assurance analyst if necessary. • Supporting initiatives for data integrity and normalization. • Assessing tests and implementing new or upgraded software and assisting with strategic decisions on new systems. • Troubleshooting the reporting database environment and reports. • Providing technical expertise on data storage structures, data mining, and data cleansing. • Any other task assigned by the University from time to time. 	Direct Selection.

Promotional Criteria and Ladder of Non-Teaching Posts of the University

Group-1

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria	Remarks
	Deputy Registrar	37400-67000 + 8700 (6 th CPC) Level-13 (7 th CPC)	3	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11 / वि०4-काला०नि० छूट-03 / 2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	<p>a) 50 percent of the posts of Deputy Registrar will be filled by direct appointment and 50 percent posts will be filled by promotion from the post of Assistant Registrar (Grade-II).</p> <p>b) The panel of the committee will be considered valid for one year from the date of recommendation.</p> <p>c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>d) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.</p>
	Assistant Registrar (Grade-II)	15600-39100 + 5400 (6 th CPC) Level-10 (7 th CPC)	4	After 12 years of service he/she will be eligible for promotion to Deputy Registrar subject to availability of posts and fulfilment of eligibility criteria otherwise time bound promotion, as per the resolution issued by General Administration Department, Govt. of Bihar vide	<p>a) The university will fill up 50 percent of the total permanent sanctioned posts of Assistant Registrar through direct appointment and 50 percent with promotion from the post of Assistant Registrar (Grade-I)/Assistant (Multi Task Office Assistant)/Assistant Administrative Officer (Pay Level-8).</p> <p>b) The panel of the selection committee will be considered valid for one year from the date of recommendation.</p>

				ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा० प्रा० 7433 पटना-15, दिनांक-05.06.2018	<p>c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>d) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.</p>
	Assistant Registrar (Grade-I)	9300-38400 + 4800 (6 th CPC) Level-8 (7 th CPC)	1	<p>After 04 years of service he/she will be eligible for promotion to Assistant Registrar (Grade-II) subject to availability of posts (Resolution No. 3A-2pay Roev.-16/09-630 dated 21st Jan, 2010) and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा० प्रा० 7433 पटना-15, दिनांक-05.06.2018</p>	<p>a) The university will fill up the total permanent sanctioned posts of Assistant Registrar (Grade-I) through direct appointment.</p> <p>b) The panel of the selection committee will be considered valid for one year from the date of recommendation.</p> <p>c) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.</p>

Group-2

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Deputy Comptroller	37400-67000 + 8700 (6 th CPC) Level-13 (7 th CPC)	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03 /2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	f) 50% of the posts of Deputy Controller created/accepted by the State Government will be filled by direct appointment and 50% posts will be filled by promotion from the post of Assistant Comptroller (Grade-II/Grade-II) subject to fulfilment of eligibility criteria. g) From the merit list recommended by the selection committee constituted by the university, 50 percent of the total sanctioned posts of Deputy Controller will be filled by direct appointment. h) The panel of the selection committee will be considered valid for one year from the date of recommendation. i) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion. j) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.
2.	Assistant Comptroller (Grade-II)	15600-39100 + 5400 (6 th CPC) Level-10 (7 th CPC)	6	After 12 years of service he/she will be eligible for promotion to Deputy Comptroller subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०	a) 50% of the posts of Assistant Controller created/accepted by the State Government will be filled by direct appointment and 50% posts will be filled by promotion from the post of Assistant Comptroller (Grade-I)/Assistant (Multi Task Office Assistant)/Assistant Administrative Officer or equivalent posts in Pay Level-8. b) From the merit list recommended by the selection committee constituted by the university, 50

				छूट-03/2001 सां०प्रा० 7433 पटना-15, दिनांक-05.06.2018	percent of the total sanctioned posts of Assistant Controller will be filled by direct appointment. c) The panel of the selection committee will be considered valid for one year from the date of recommendation. d) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion. e) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.
3.	Assistant Comptroller (Grade-I)	9300-38400 + 4800 (6 th CPC) Level-8 (7 th CPC)	2	After 04 years of service he/she will be eligible for promotion to Assistant Comptroller (Grade-II) subject to availability of posts (Resolution No. 3A-2pay Roev.-16/09-630 dated 21 st Jan, 2010) and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सां०प्रा० 7433 पटना-15, दिनांक-05.06.2018	a) 50% of the posts of Assistant Controller created/accepted by the State Government will be filled by direct appointment and 50% posts will be filled by promotion from the post of Assistant (Multi Task Office Assistant)/ Assistant Administrative Officer. b) From the merit list recommended by the selection committee constituted by the university, 50 percent of the total sanctioned posts of Assistant Controller will be filled by direct appointment. c) The panel of the selection committee will be considered valid for one year from the date of recommendation. d) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion. e) In case of direct appointment/promotion, reservation rules/roster set and revised time to time by the state government will be followed.

Group-3

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Secretary to Vice-Chancellor	15600-39100 + 6600 (6 th CPC) Level-11 (7 th CPC)	1	Time bound promotion, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	--
2.	Private Secretary (PS)	9300-34800 + 4800 (6 th CPC) Level-8 (7 th CPC)	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	<p>a) 50 percent of the total created/approved posts of private secretary by the state government will be filled by direct appointment and 50 percent posts will be filled by the posts of personal assistant by promotion of limited competition examination (departmental examination).</p> <p>b) Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>It will be mandatory to comply with the reservation roster rules set and revised time to time by the state government.</p>

3.	Personal Assistant (PA)	9300-38400 + 4600 (6 th CPC) Level-7 (7 th CPC)	9	After 02 years of service he/she will be eligible for promotion to Private Secretary (PS) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11 / वि०4-काला०नि०छूट-03 / 2001 सा०प्रा० 7433 पटना-15, दिनांक - 05.06.2018	<p>a) 50 percent of the total posts of personal Assistant will be filled by direct appointment and 50 percent posts will be filled by the posts of stenographer by promotion of limited competition examination (departmental examination) subjected to fulfilment of eligibility criteria.</p> <p>b) Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>c) The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>It will be mandatory to comply with the reservation roster rules set and revised time to time by the state government.</p>
4.	Stenographer (Grade-I)	5200-20200 + 2400 (6 th CPC) Level-4 (7 th CPC)	9	After 16 years of service he/she will be eligible for promotion to Personal Assistant (PA) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11 / वि०4-काला०नि०छूट-03 / 2001 सा०प्रा० 7433 पटना-15, दिनांक -05.06.2018	<p>Direct Recruitment</p> <p>(Recruitment shall be done as per the “The Bihar Secretariat Stenographers Service Rules, 2006” including amendments and revisions later).</p>

Group- 4

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Heavy Duty Vehicle Driver	5200-20200 + 2400 Level-4	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	50 percent of the total posts will be filled by direct appointment and 50 percent posts will be filled by promotion subject to fulfilment of eligibility criteria.
2.	Light Vehicle Driver	5200-20200 + 2000 Level-3	6	After 05 years of service he/she will be eligible for promotion to Vehicle Driver Grade-II subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	50 percent of the total posts will be filled by direct appointment and 50 percent posts will be filled by promotion subject to fulfilment of eligibility criteria.
3.	Tractor Driver & Driver	5200-20200 + 1900 Level-2	21	After 03 years of service he/she will be eligible for promotion to Light Vehicle Driver subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	Direct Recruitment. (Recruitment shall be done as per the "The Bihar Driver's (Appointment and Service Conditions) Rules, 2005" including amendments and revisions later).

Group- 5

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Deputy Estate Officer (Civil & Electrical /Mechanical)	15600-39100 + 7600 Level-12	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक -05.06.2018	<p>50 percent of the total posts of Dy. Estate Officer (Civil & Electrical/Mechanic) created/accepted by the State Government will be filled by direct appointment and 50 percent posts will be filled by promotion from the Assistant Estate Officer.</p> <p>Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>It will be mandatory to comply with the reservation roster rules prescribed by the state government from time to time.</p>
2.	Assistant Estate Officer (Grade-II) (CoF)	15600-39100 + 6600 Level-11	1	After 05 years of service he/she will be eligible for promotion to Deputy Estate Officer (Civil & Electrical /Mechanical) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक - 05.06.2018	<p>Direct Recruitment</p> <p>(In the absence of suitable candidate from within the University, post can be filled up with in-service candidate of other Govt. organisations).</p>

3.	Assistant Estate Officer (Grade-I)	15600-39100 + 5400 Level- 10	3	After 06 years of service he/she will be eligible for promotion to Deputy Estate Officer (Civil & Electrical /Mechanical) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक - 05.06.2018	<p>50 percent of the total posts of Assistant Estate Officer (Grade-I) will be filled by direct appointment and 50 percent posts will be filled by promotion from the post of Junior Engineer.</p> <p>(In the absence of suitable candidates from within the University, posts can be filled up with in-service candidate of other Govt. organisations.)</p> <p>Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>It is mandatory to comply with the reservation roster rules prescribed by the state government from time to time.</p>
4.	Junior Engineer (Grade-II)	9300-34800 + 4600 Level-7	12	After 08 years of service he/she will be eligible for promotion to Assistant Estate Officer (Grade-I) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	<p>50% of the total posts of Junior Engineer will be filled by direct appointment and 50% posts will be filled from the posts of Electrician/Draftsman by promotion on the basis of limited competition examination (departmental examination).</p> <p>(In the absence of suitable candidates from within the University, posts can be filled up with in-service candidate of other Govt. organisations.)</p> <p>Based on the competitive examination conducted by the university selection committee, the university will directly appoint</p>

					<p>candidates recommended from the merit list of the examination.</p> <p>It is mandatory to comply with the reservation roster rules prescribed by the state government from time to time.</p>
5.	Junior Engineer (Grade-I)	9300-34800 + 4200 Level-6	2	<p>After 05 years of service he/she will be eligible for promotion to Junior Engineer (Grade-II) subject to availability of posts otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018</p>	<p>50% of the total posts of Junior Engineer will be filled by direct appointment and 50% posts will be filled from the posts of Electrician/Draftsman by promotion on the basis of limited competition examination (departmental examination).</p> <p>(In the absence of suitable candidates from within the University, posts can be filled up with in-service candidate of other Govt. organisations.)</p> <p>Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination.</p> <p>It is mandatory to comply with the reservation roster rules prescribed by the state government from time to time.</p>

Group- 6

Sl. No.	University Posts	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria
1.	Accounting Asstt./Accounting Technician (BASU)	9300-34800 + 4600 Level-7	25	After two years of service he/she will be eligible for promotion to Assistant Comptroller 9300-34800 + 4800 (Level-8) subject to availability of posts and fulfilment of eligibility criteria or After four years of service he/she will be eligible to get promoted to Assistant Comptroller 9300-34800 + 5400 (Level-9) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018
2.	Section Officer Accounts (BASU)	9300-34800 + 4600 Level-7	3	
3.	Accountant (CoF)	9300-34800 + 4600 Level-7	2	
4.	Accountant (BVC)	9300-34800 + 4200 Level-6	1	

Group- 7

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Head Clerk-1, Office Superintendent-1 & Administrative Assistant/AAO-3 (9300-34800 + 4200) Receptionist Care Taker-2, Head Clerks-2 & Cashier-3	(9300-34800 + 4200) Level-6	9	After five years of service he/she will be eligible for promotion to Assistant Administrative Officer 9300-34800 + 4600 (Level-7) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	The cent percent post of Head Clerk/ Head Clerk (Accounts) will be filled by promotion of University Promotion Committee. Promotion committee after due scrutiny of records related to service confirmation, departmental charges and annual evaluation report of last five years and period of consideration for promotion against vacant posts approved by the promotion committee constituted by university will be filled through the promotion of Upper Division Clerk post in accordance with seniority.
2.	Dairy Overseer-1, Store Clerk-9, Typist Clerk-4, Typist-cum-Clerk-5, Cashier-1, Office Clerk-2, UDC-17, Record Keeper-2, Store Keeper (ILFC)-1 & Store Keeper-cum-Store Assistant-1	(5200-20200 + 2400) Level-4	43	After eleven years of service he/she will be eligible for promotion to Head Clerk subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	Total posts of Upper Division Clerk will be filled with the approval of University Promotion Committee. The University Promotion Committee will recommend promotions only after due verification of their service confirmation, charge, time period and passing of departmental examination for at least three years, according to the priority order of the latest ranking order number of the Lower Division Clerk for this purpose.

3.	Clerk-cum-storekeeper, Duplicating Operator & Registration Assistant	(5200-20200 + 1900) Level-2	5	<p>After eight years of service he/she will be eligible for promotion to Upper Division Clerk subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11 / वि०4-काला०नि०छूट-03 / 2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018</p>	<p>Recruitment shall be done as per the “बिहार सचिवालय लिपिकिय सेवा नियमावली, 2006” including amendments and revisions later.</p> <p>(85% of the total posts will be filled by direct appointment and 15% of the clerical posts will be appointed by the qualified group 'D' personnel only on clerical post without any examination. Out of 85 percent of direct recruitment posts, 10 percent posts will be reserved for appointment to any one of the dependents of deceased servants of the university/college on compassionate grounds. In this regard, the resolution/circular issued from time to time from general administration department will be followed.</p> <p>The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>It will be mandatory to comply with the reservation roster rules prescribed by the state government from time to time.)</p>
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Group- 8

Sl. No.	Name of Post	Pay Scale & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Multi Task Office Assistant ⁵ (BASU-69 BVC-12)	9300-34800 + 4600 Level-7	81	After two years of service he/she will be eligible for promotion to Assistant Comptroller/Assistant Registrar 9300-34800 + 4800 (Level-8) or After four years of service he/she will be eligible to get promoted to Assistant Comptroller/Assistant Registrar 9300-34800 + 5400 (Level-9) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	Recruitment shall be done as per the “Bihar secretariat Service Act, 2007” including amendments and revisions later. {In the grade of Assistant, 75% of posts shall be filled by direct recruitment on the basis of competitive examination for this purpose and remaining 25% of posts shall be filled by promotion from upper division clerks on the basis of seniority and recommendation of departmental promotion committee constituted for this purpose. (The Bihar Secretariat Service Rules 2010)}.
2.	Administrative Assistant (BVC-3 & CoF-24)	9300-34800 + 4200 Level-6	27	After five years of service he/she will be eligible for promotion to Assistant (Multi Task Office Assistant) and get 9300-34800 + 4600 (Level-7) subject to availability of posts and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment from upper class clerical and equivalent posts. Based on the competitive examination conducted by the university selection committee, the university will directly appoint candidates recommended from the merit list of the examination. From the merit list recommended by the selection committee constituted by the university, 50 percent of the total sanctioned posts of Administrative

					<p>Assistant will be filled by direct appointment.</p> <p>The panel of the selection committee will be considered valid for one year from the date of recommendation.</p> <p>The provision of educational qualifications mentioned on these posts will not be applicable in the event of promotion.</p> <p>It will be to comply with the reservation roster rules prescribed by the state government from time to time.</p>
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Group- 9

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Library Assistant	9300-34800 + 4200 Level-6	3	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	Direct Selection.

Group- 10

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Electrician (Grade-II)	5200-20200 + 2400 (Level-4)	3	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	50% posts of Electrician (Grade-II) will be filled by direct recruitment and 50% posts will be filled by promotion of electrician (Grade-I).
2.	Electrician (Grade-I)	5200-20200 + 1900 (Level-2)	3	After 8 years of service he/she will be eligible for promotion to electrician (grade-II) 5200-20200 + 2400 (Level-4) subject to availability of post(s) and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	Direct selection

Group- 11

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Mechanic (Grade-II)	5200-20200 + 2800 (Level-5)	4	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment from Mechanic and equivalent posts.
2.	Mechanic	5200-20200 + 2000 (Level-3)	2	After ten years of service he/she will eligible for promotion to Mechanic (Grade-II) 5200-20200 + 2800 (Level-5) subject to availability of post and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	Direct Selection

Group: 12

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Carpenter (Grade-II)	5200-20200 + 2000 Level-3	3	Time bound promotion, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment from Carpenter (Grade-I) and equivalent posts.
2.	Carpenter (Grade-I)	5200-20200 + 1900 Level-2	2	After three years of service he/she will be eligible for promotion to Carpenter (Grade-II) subject to availability of post and fulfilment of eligibility criteria otherwise time bound promotion, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	Direct Selection

Group: 13

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Plumber (Grade-II)	5200-20200 + 2000 Level-3	3	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11 / वि०4-काला०नि०छूट-03 / 2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	50 percent of the total posts will be filled by direct appointment and 50% posts will be filled by promotion/adjustment of Plumber (Grade-I) Plumber (Grade-I) and equivalent posts.
2.	Plumber (Grade-I)	5200-20200 + 1900 Level-2	1	After three years of service he/she will be eligible for promotion to Plumber (Grade-II) subject to availability of post and fulfilment of eligibility criteria otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11 / वि०4-काला०नि०छूट-03 / 2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	Direct Selection

Group: 14

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Artist (BASU)	5200-20200 + 4200 Level-6	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	Direct Selection

Group: 15

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
2.	Receptionist/Care Taker (BASU)	5200-20200 + 4200 Level-6	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	Direct Selection

Group: 16

Sl. No.	Name of Post	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Remarks
1.	Audio Visual Technician-cum-Photographer (Grade-II) BASU	(5200-20200 + 4200) Level-6	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	Direct Selection
2.	Audio Visual Technician-cum-Photographer (Grade-I) CoF-1 BVC-2	(5200-20200 + 2400) Level-4	3	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018	Direct Selection

Group- 17

Sl. No.	University Posts	Pay Band & Grade Pay	Sanctioned	Promotional Criteria
45.	Jr. Instrumentation Officer (CIF) (BASU)	(9300-34800 + 5400) Level-9	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
46.	Farm Manager Operation (BVC)	(9300-34800 + 5400) Level-9	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
47.	Computer Programmer BVC	(9300-34800 + 5400) Level-9	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
48.	Meat Testing Assistant (BVC)	(9300-34800 + 5400) Level-9	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
49.	OT Master/OT Technician (BVC)	(9300-34800 + 5400) Level-9	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
50.	Commercial Production Manager (BVC)	(9300-38400 + 5400) Level-9	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
51.	Quality Control Manager (BVC)	(9300-38400 + 5400) Level-9	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
52.	Farm Manager (CoF)	(9300-34800 + 4200) Level-6	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
53.	IT Technician-cum-Website Manager (CoF)	(9300-34800 + 4200) Level-6	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018

54.	Cyto-immuno Lab Assistant (BVC)	(9300-34800 + 4200) Level-6	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
55.	Hatchery Manager (CoF)	(9300-34800 + 4200) Level-6	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
56.	Technical Assistant (SGIDT)	(9300-34800 + 4200) Level-6	19	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
57.	Lab Equipment Maintenance Technician (CoF)	(9300-34800 + 4200) Level-6	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
58.	Molecular Lab Assistant (BVC)	(9300-34800 + 4200) Level-6	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
59.	Wet Lab Supervisor (CoF)	(9300-34800 + 4200) Level-6	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
60.	Incharge Medical Store (BVC)	(5200-20200 + 2800) Level-5	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
61.	Imaging Technician (BVC)	(5200-20200 + 2800) Level-5	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
62.	Feed Plant Technician (BVC)	(5200-20200 + 2800) Level-5	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
63.	Laboratory Technician (BVC)	(5200-20200 + 2800) Level-5	26	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018

64.	Lab Assistant (BVC)	(5200-20200 + 2400) Level-4	12	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
65.	Computer Operator (BVC)	(5200-20200 + 2400) Level-4	24	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
66.	Data Analyst (BVC)	(5200-20200 + 2400) Level-4	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
67.	Data and Console Operator (BVC)	(5200-20200 + 2400) Level-4	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
68.	Physical Training Instructor (PTI) (CoF)	(5200-20200 + 2400) Level-4	4	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
69.	Medical Lab Attendant (BVC)	(5200-20200 + 2000) Level-3	3	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
70.	Post-mortem Technician (BVC)	(5200-20200 + 2000) Level-3	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
71.	OT Assistant (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
72.	PTI (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
73.	Pharmacist/Compounder (BVC)	(5200-20200 + 1900) Level-2	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018

74.	Compounder (CoF & BVC)	(5200-20200 + 1900) Level-2	2	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
75.	Human Compounder (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
76.	Pump Operator (CoF)	(5200-20200 + 1900) Level-2	3	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
77.	Andrology Lab Technician (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
78.	Curator-cum-Museum /Specimen Technician (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
79.	Livestock/Farm/Lab Assistant (CoF)	(5200-20200 + 1900) Level-2	24	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
80.	Technical Assistant (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
81.	Riding Master (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
82.	Sawar Subedar (BVC)	(5200-20200 + 1900) Level-2	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
83.	Lab Attendant (CoF)	(5200-20200 + 1900) Level-2	12	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018

84.	Fisherman CoF	(5200-20200 + 1800) Level-1	8	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018
85.	Multi Task Worker (Library Attendant) (BASU- 52, BVC- 105, SGIDT- 56 & CoF- 68)	(5200-20200 + 1800) Level-1	281	After three years of service eligible attendants will be promoted to Lab Attendant/Lower Division Clerk or equivalent subject to availability of post otherwise time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018

Group: 18

Sl. No.	University Posts	Pay Band & Grade Pay	Sanctioned	In position	Promotional Criteria
1.	Junior Research Associate (JRA) (BVC)	(9300-34800 + 4200) Level-6	1	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला०नि० छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक- 05.06.2018

Group: 19

Sl. No.	University Posts	Pay Band & Grade Pay	Sanctioned	Promotional Criteria	Job Requirement
1.	Senior System Analyst (BASU)	(37400-67000 + 8700) Level-13	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला० नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018	<ul style="list-style-type: none"> • Management of BASU datacenter and computer application activities • To ensure compliance with data integrity and security policies; • Implementation of academic automation. management of CCTV monitoring systems. • To verify and ensure correctness of data wherever necessary; • To ensure proper implementation and maintenance of IT Infrastructure. • To coordinate with all institutional stakeholders (students, faculty, admin etc.) and government agencies (like NKN etc.) in order to ensure smooth functioning of IT services. • To provide advice and recommendations on improvements in methods, systems and procedures related to IT setups. • To coordinate the procurement of IT Equipment & allied infrastructure. • Any other task assigned by the University from time to time.
2.	System Analyst (BASU)	(15600-39100 + 7600) Level-12	1		<ul style="list-style-type: none"> • Managing master data, including creation, updates, and deletion. • Provide quality assurance of imported data, working with quality assurance analyst if necessary. • Supporting initiatives for data integrity and normalization. • Assessing tests and implementing new or upgraded software and assisting with strategic decisions on new systems. • Troubleshooting the reporting database environment and reports. • Providing technical expertise on data storage structures, data mining, and data cleansing. • Any other task assigned by the University from time to time.

Group: 20

Sl. No.	University Posts	Pay Band & Grade Pay	Sanctioned	Promotional Criteria
1.	Public Relations Officer (PRO) (BASU)	15600-39100 + 5400	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide ज्ञापांक-11/वि०4-काला० नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018

Group: 21

Sl. No.	University Posts	Pay Band & Grade Pay	Sanctioned	Promotional Criteria
1.	Assistant Security Officer	9300-34800 + 4600	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide झापांक-11/वि०4-काला० नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018

Group: 22

Sl. No.	University Posts	Pay Band & Grade Pay	Sanctioned	Promotional Criteria
1.	Estate-cum-Security Officer	15600-39100 + 5400	1	Time bound pay revision, as per the resolution issued by General Administration Department, Govt. of Bihar vide झापांक-11/वि०4-काला० नि०छूट-03/2001 सा०प्रा० 7433 पटना-15, दिनांक-05.06.2018