

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12

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1	2	3	4	5	6	7	8	9	10	11	12
General Manager (Hotels)	2 Subject to variation dependent on work load.	Group 'A'	Rs.15600-39100 + Rs. 7800/- as Grade Pay	N.A.	Between 18 years and 48 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/degree in Hotel Management from a recognized University/Institute Having minimum 10 years of experience working in a hotel / resort including 3 years experience as General Manager of any 5 star category hotel. OR Having minimum 10 years of experience of working in a hotel/ Resort including 03 years experience as General Manager of 4/3 Star Category hotel having at least 100 rooms.	Age : No E.Q : Yes Or Should have undergone specialized / promotional course of at least 1 year duration and passed the final test as laid down in regulation 8.6 (iii) read with 8.7	Two years for direct and one year for promotee.	50% by promotion failing which by direct recruitment. 50% by direct recruitment	Promotion From amongst DGM with 07 years/ Executive Chef with 05 years regular service in the grade.	Group 'A' DPC As in Schedule V

SCHEDULE-IV – NON-TECHNICAL PROFESSIONALLY POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & education-al qualification-ion prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percent-age of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Deputy General Manager (Tourism)	01 subject to variation depended on work load)	Group 'A'	Rs.15600-39100+ Rs. 6600/- as Grade Pay	Selection	Between 18 years and 35 years. (relax-able for categories as specified in regulation 5.5	3 yrs. Diploma / degree in Hotel Management from a recognized University/ Institute with 5 yrs. Experience of working in a senior position in hospitality sectors /hotel/ resort of repute or should be an MBA with atleast 3 years experience in hotel management.	NA	02 years	By direct recruitment	NA	Group 'A' DPC As in Schedule V

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Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotee`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Dy. General Manager (Hotel)	Two) Subject to variation dependent on workload.	Group 'A'	Rs.15600-39100 + Rs. 6600/- as Grade Pay	Non-Selection	N.A.	3 years diploma/ degree in Hotel Management from a recognized University/Institute 5 years experience as Operational Head of the Department in a hotel of 3 to 5 star hotel having atleast 100 rooms.	Age : No E.Q : Yes OR Should have under gone specialized / promotional course of at least 1 year duration and passed the final test as laid down in regulation 8.6 (iii) read with 8.7	One year	By promotion	Promotion From amongst Sr. Manager (F&B) & Sr. Resident Manager with 5 years regular service in the grade.	Group 'A' DPC in Schedule V

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1	2	3	4	5	6	7	8	9	10	11	12
Executive Chef	1) Subject to variation dependent on workload.	Group 'A'	Rs.15600-39100 + Rs. 6600/- as Grade Pay	Non-Selection	Between 18 years and 40 years (Relaxable for categories as specified in Regulation 5.5)	Essential i) 3 years diploma in Hotel Management from a recognized University/Institute ii) 7 years experience as Chef in a 3-5 star hotel having atleast 100 rooms.	Age : No E.Q : Yes	One year for promotee	By promotion only.	Promotion From amongst Chef with 7 years regular service in the grade.	Group 'A' DPC As in Schedule V

Note: There will be no direct recruitment to the post of Executive Chef.

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1	2	3	4	5	6	7	8	9	10	11	12
Chef	Two Subject to variation dependent on work-load	Group 'A'	Rs. 10300 + 34800 + Rs. 5400/- as Grade Pay	N.A.	Between 18 years and 40 years (Relaxable for categories as specified in Regulation 5.5)	3 years Diploma /Degree in Hotel Management or equivalent from a recognized University/Institute. 3 yrs experience as Chef De Pare from a reputed hotel.	Age- No E.Q.-No	i) One year for promotee ii) 2 year for direct recruitment	67% by promotion failing which by direct recruitment 33% by direct recruitment	From amongst Chef De Parte with 8 years regular service in the grade.	Group 'A' DPC as in Schedule V.

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1	2	3	4	5	6	7	8	9	10	11	12
Chef-de- Parte (Indian/Cont./ Chinese (05) /Bakery) (01)	07 Subject to variation dependent on work-load	Group ' B'	Rs. 10300 + 34800 + Rs. 3800/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/ degree in Hotel Management or equivalent from a recognized University/ Institute 5 years experience in as Commis-I(Indian/Continental/Chinese/Bakery) in a hotel of repute. OR i) Senior Secondary Part II (10+2 pattern) Examination Pass from a recognized Board or equivalent ii) Diploma in Food Production or equivalent from a recognized Institute/Organization iii) 7 years experience in as Commis-I(Indian/Continental/Chinese/Bakery) in a hotel of repute. Note:- The exact requirement for specific field and experience therein shall be indicated at the time of recruitment.	Age: No E.Q. No But to the extent as indicated in Column No.11	i) One year for promotee ii)2 years for direct recruit.	i)50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion i) From amongst Commis- I (Indian/Continental/ Chinese/ Pantry/ Tandoor/ South Indian/ Halwai/ Bakery) with 5 years regular service in the respective grade subject to qualifying the trade test..	Group 'B' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Commis- I (Indian/ Cont/ Chinese/ Pantry/ Tandoor/ South Indian/ Halwai/ Bakery)	15 Subject to variation dependent on work-load)	Group 'C'	Rs. 10300 + 34800 + Rs. 3200/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/ degree in Hotel Management or equivalent from a recognized University/Institute ii) 3 years relevant experience in a hotel of repute. OR i) Senior Secondary Part II Examination(10+2 pattern) Pass or equivalent from a recognized Board ii) Diploma in Food Production or equivalent from a recognized Institute/Organization iii) 5 years relevant experience in a hotel of repute as Commis-II. Note:- The exact requirement for specific field and experience therein shall be indicated at the time of recruitment.	Age: No E.Q.: No But to the extent as indicated in Column No.11	i) One year for promotee ii) 2 years for direct recruit.	i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion From amongst Commis-II (Indian/Continental/ Chinese/Pantry/ Tandoor/ South Indian / Halwai / Bakery) with 5 years regular service in the respective trade. However, it is left to the DPC to decide its own method and procedure for objective assessment of the suitability of the candidate who are to be considered by them. It must be ensured by the DPC that the trade for promotion must not be disturbed i.e. in case the post of Continental section is available then the promotion out of the employees falling in the Continental trade be only considered.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Commis-II (Indian/ Continental/ Chinese/Pantry/ Tandoor//South/ Indian/Halwai/ Bakery)	44 Subject to variation dependent on work-load)	Group 'C'	Rs. 5910-20200 + Rs. 2800/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/ degree in Hotel Management or equivalent from a recognized University/ Institute ii) One year relevant experience in a hotel of repute. OR i) Senior Secondary Part II(10+2 pattern) Examination Pass or equivalent from a recognized Board. ii)Diploma in Food Production or equivalent from a recognized Institute/ Organization iii) 5 years relevant experience as Commis-III (Indian/Continental/ Chinese/Pantry/Tandoor/South Indian/Halwai/Bakery) in a hotel of repute. Note:- The exact requirement for specific field and experience therein shall be indicated at the time of recruitment.	Age: No E.Q.: No But to the extent as indicated in Column No.11	i) One year for promotee ii) 2 years for direct recruitment.	i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion From amongst Commis-III (Indian/Continental/Chinese /Pantry/Tandoor/ South Indian/Halwai/ Bakery) with 5 years regular service in the respective trade. However, it is left to the DPC to decide its own method and procedure for objective assessment of the suitability of the candidate who are to be considered by them. It must be ensured by the DPC that the trade for promotion must not be disturbed i.e. in case the post of Continental section is available then the promotion out of the employees falling in the Continental trade be only considered.	Group 'C' DPC As in Schedule V

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Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Commis-III (Indian/ Cont/ Chinese / Pantry/ Tandoor/South / Indian/ Halwai/Bakery)	76 Subject to variation dependent on work- load)	Group 'C'	Rs. 5910- 20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II (10+2 pattern) examination pass or equivalent from a recognized Board ii) Diploma in Food Production or equivalent from a recognized Institute/ Organization iii) 2 years of relevant experience as Commis-III (Indian/Continental/Chinese/Pantry/Tandoor/South Indian/Halwai/Bakery) in a hotel of repute. Note:- The exact requirement for specific field and experience therein shall be indicated at the time of recruitment.	Age: No E.Q.: No But to the extent as indicated in Column No.11	i) One year for promotee ii) 2 years for direct recruit	i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion From amongst Helper Kitchen/ Utility Worker with 05 years regular service in the respective trade subject to qualifying the trade test.	Group 'C' DPC As in Schedule V

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Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Helper Kitchen-21 Utility Worker-81	102 Subject to variation dependent on work-load)	Group 'D'	Rs. 4900 -10680 + Rs. 1300/- as Grade Pay)	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Middle pass or equivalent from a recognized Board. ii) Two years experience of working in a hotel of repute. Desirable : Diploma in Food production or equivalent from a recognized Institute	N.A.	2 years	By direct recruitment	N.A.	Group 'D' DPC As in Schedule V

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Name of post	No. of posts	Classification	Scale of pay	Whether Selection post or non selection post	Age for direct recruits	Educational and other qualifications required for direct recruitment	Whether age limit & other qualifications will apply to promotees`	Period of probation, if any	Method of recruitment whether by direct or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a DPC exists, then what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior Manager (F&B Service) (2 posts) Sr. Resident Manager (One post)	3 Subject to variation dependent on work-load.	Group 'A'	Rs. 10300-34800 + Rs. 5400/- as Grade Pay	Non-Selection	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	Essential i) 3 years diploma in Hotel Management or equivalent from a recognized University/Institute ii) 3 years managerial experience in the relevant field/outfit in a hotel of atleast 3-5 category. (The exact requirement for experience to be indicated at the time of recruitment.)	Age : No E.Q : Yes	i) One year for promotee ii) 2 years for direct recruit.	i) For Sr. Resident Manager By promotion failing which by direct recruitment ii) For Senior Manager (F&B) by promotion failing which by direct recruitment	Promotion <u>For Sr. Resident Manager</u> From amongst Manager (Front Office) and Manager (F&B) with 5 years regular service in the respective grade . <u>For Senior Manager (F&B)</u> Manager (F&B) with 5 years regular service in the grade.	Group 'A' DPC As in Schedule V

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Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
<p>Manager (F&B) (5 Posts)</p> <p>Manager (Front Office) (2 Posts)</p>	<p>7</p> <p>Subject to variation dependent on work-load.</p>	<p>Group 'A'</p>	<p>Rs. 10300-34800 + Rs. 5000/- as Grade Pay</p>	<p>N.A.</p>	<p>Between 18 years and 35 yrs (Relaxable for categories as specified in Regulation 5.5)</p>	<p>3 yrs diploma/ degree in Hotel Management or equivalent from a recognized University/ institute.</p> <p>7 years experience in managerial capacity in the relevant field / outfit in a hotel of at least 3-5 Star category (the exact requirement for experience to be indicated at the time of recruitment).</p>	<p>Age: No. EQ: No</p> <p>The officer should have under gone on the job training as may be prescribed by the appointing authority.</p>	<p>One year for promotee.</p> <p>Two years for direct recruit.</p>	<p>67% by promotion failing which by direct recruitment</p> <p>33% by direct recruitment</p>	<p>Promotion <u>For Manager (F&B), Manager (Banquet) & Manager (Canteen)</u> From amongst Restaurant Executive with 8 years regular service in the grade.</p> <p><u>For Manager (Front Office)</u> From amongst Guest Relation Executive with 8 years regular service in the grade.</p>	<p>Group 'A' DPC As in Schedule V</p>

Note: Two posts of Manager (Banquet) and Two posts of Manager (Canteen) will be known as Manager (F&B).

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1	2	3	4	5	6	7	8	9	10	11	12
Restaurant Executive	Eight Subject to variation dependent on workload.	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/ degree in Hotel Management or equivalent from a recognized University/ Institute. ii) 3 years experience of working as Supervisor (Captain/ Barman) in a hotel of 3-5 Star category. OR i) 10+2 examination or equivalent from recognized Board/institute. ii) Diploma in Food & Beverage Services or equivalent from a recognized University/Institute iii) 7 years experience of working in supervisory capacity (as Captain/ Barman/ Maitre De Hotel or equivalent) in F&B Service outfit in a hotel/restaurant of repute.	Age: No. EQ: No	i)One year for promotee. ii) 2 years for direct recruit	i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion From amongst i) Captain and Barman with 8 years regular service in the grade. ii). Supervisor Grade-I with 5 years regular service in the grade on the basis of inter se seniority.	Group 'B' DPC As in Schedule V

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1	2	3	4	5	6	7	8	9	10	11	12
Supervisor Grade – I / Kitchen Supervisor Grade-I	06 subject to variation dependent on workload	Group 'C'	Rs. 10300-34800 + Rs. 3200/- as Grade Pay	Non-Selection	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	3years diploma/ degree in Hotel Management or equivalent from a recognized University/Institute ii) 2 year relevant experience in a hotel of repute. OR i) Senior Secondary Part II(10+2 pattern) or equivalent Examination Pass from a recognized Board ii) Diploma in Food Production/Food & Beverage Services or equivalent from a recognized Institute/ Organization iii) 6 years relevant experience in a hotel of repute.	Age : No EQ : No But one year diploma in F&B Service from recognized institute or equivalent is compulsory	i) One year for promotee ii)2 years for direct recruit.	100% by promotion failing which by direct recruitment.	Promotion From amongst Kitchen Stewarding Supervisor/ Supervisor Grade-II with 3 years regular service in the respective grade	Group 'C' DPC As in Schedule V

Note : Includes 3 post of Kitchen Supervisor

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1	2	3	4	5	6	7	8	9	10	11	12
Supervisor Grade-II.	9 subject to variation dependent on workload	Group 'C'	Rs.5910-20200 + Rs. 2800/- as Grade Pay	Selection	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	i) 3 years degree/ diploma in Hotel Management or equivalent from a recognized University/Institute ii) One year relevant experience in a hotel of repute. OR i) Senior Secondary Part II(10+2 pattern) Examination Pass or equivalent from a recognized Board ii) Diploma in Food Production/Food & Beverage Services or equivalent iii.) 3 years relevant experience in a hotel of repute.	N.A.	Two Years	By direct recruitment	N.A.	Group 'C' DPC As in Schedule V

Note: Includes 2 post of Kitchen Stewarding Supervisor

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1	2	3	4	5	6	7	8	9	10	11	12
Captain	17 Subject to variation dependent on workload.	Group 'C'	Rs.5910-20200 + Rs. 2800/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	i) 3 years diploma/ degree in Hotel Management or equivalent from a recognized University/ Institute. ii) 2 year relevant experience in a hotel of 3-5 star category. OR i) 10+ 2 examination of a recognized institute or equivalent. ii) Diploma in Food & Beverages Services or equivalent from a recognized Institute/ Organization. iii) 5 years relevant experience in a hotel of 3-5 Star category.	Age: No. EQ: No	i) One year for promotee ii) 2 years for direct recruit	i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion From amongst Steward with 5 years regular service in the grade.	Group 'C' DPC As in Schedule V

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1	2	3	4	5	6	7	8	9	10	11	12
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Barman	2 Subject to variation dependent on workload.	Group 'C'	Rs.5910-20200 + Rs. 2800/- as Grade Pay	Non-Selection	NA	NA	Age: No. EQ: No	One year	100% by promotion.	Promotion From amongst Assistant Barman with 05 years regular service in the grade.	Group 'C' DPC As in Schedule V

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1	2	3	4	5	6	7	8	9	10	11	12
Steward-25 Restaurant Hostess-1	26 Subject to variation dependent on workload.	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II examination (10+2 pattern) or equivalent pass from a recognized Board. ii) Diploma in Food & Beverage Services or equivalent from a recognized Institute/University iii) 5 years relevant experience in a hotel of repute.	Age: No. EQ: No	i)One year for promotee ii) 2 years for direct recruit	75% by promotion 25% by direct recruitment	Promotion From amongst Waiter with 5 years regular service in the grade.	Group 'C' DPC As in Schedule V

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1	2	3	4	5	6	7	8	9	10	11	12
Asstt. Barman	4 subject to variation depend on work load)	Group C	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II examination (10+2 pattern) or equivalent pass from a recognized Board. ii) Diploma in Food & Beverage Services or equivalent from a recognized Institute/University iii) 5 years relevant experience in a hotel of repute.	Age: No. EQ: No But to the extent as indicated in column No.11	i)One year for promotee ii) 2 years for direct recruit	i) 50% by promotion ii) 50% by direct recruitment	Promotion From amongst Waiter with 5 years regular service in the grade, subject to qualifying the trade/ practical test.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Waiters	110 Subject to variation dependent on workload.	Group 'D'	Rs.4900-10680 + Rs. 1300/- as Grade Pay	Selection	Between 18 years and 25 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II Examination (10+2 pattern) pass or equivalent from a recognized Board. ii) Diploma in Food & Beverage Services or equivalent from a recognized Institute/ Organization	NA	2 years	By direct recruitment	NA	Group 'D' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Guest Relations Executive	6 Subject to variation dependent on workload.	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma / degree in Hotel Management or equivalent from a recognized University/Institute ii) 5 yrs. supervisory experience preferable in a hotel or advertising/publicity organization or travel trade and ability to converse fluently in English and Hindi/ Knowledge of Computer operation.	Age: No EQ: No	i) One year for promotee. ii) 2 years for direct recruit.	(i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion From amongst Reservation Executive with 5 years regular service in the grade.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Reservation Executive *	4 Subject to variation dependent on work-load.	Group 'C'	Rs. 10300-34800 + Rs. 3200/- as Grade Pay	Non-Selection	NA	NA	Age: No EQ: No	One year	100% by promotion	From amongst Receptionist with 7 yrs. regular service in the grade.	Group 'C' DPC As in Schedule V

Note: Includes three posts of Reservation Assistant and one post of Secretarial Assistant redesignated as Reservation Executive

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Receptionist	18 Subject to variation dependent on work-load.	Group 'C'	Rs.5910-20200 + Rs. 2400/- as Grade Pay	N.A.	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/ degree in Hotel Management or equivalent from a recognized University/Institute. OR i) 10+2 examination or equivalent from a recognized Board. ii) Diploma in Front Office operation or equivalent from a recognized Institute iii) 2 year experience as Receptionist in a hotel of repute, with fluency in English and good communication skills/ Having knowledge of computer operation.	Age: No EQ: No But fluency in English and good communication skills are pre-requisite for promotion.	i.) One year for promotee ii) 2 yrs. for direct recruit.	i)10% promotion from Bell Captain ii)40% promotion from Telephone Operator failing which by direct recruitment. iii.) 50% by direct recruitment.	From amongst Bell Captain/ Telephone Operator in the ratio as provided in Column No.10 with 7 years regular service in the cadre.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Telephone Operator	12 Subject to variation dependent on work-load.	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II Examination (10+2 pattern) Pass or equivalent from a recognized University ii) Diploma in Front Office Operation or equivalent from a recognized Institute iii) One year experience of working as telephone operator and a good command over English language OR i) Bachelor degree or equivalent of a recognized University ii) Diploma in Front Office Operation or equivalent from a recognized Institute iii) Fluency in English and good communication skills/ having knowledge of computer operation.	N.A.	2 year	By direct recruitment	N.A.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Bell Captain	3 Subject to variation dependent on work-load.	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	Non-Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II Examination (10+2 pattern) Pass or equivalent from a recognized University . ii) Diploma in Front Office Operation or equivalent from a recognized Institute iii) 3 years relevant experience of working in a hotel of repute	Age: No EQ: No	i) One year for promotee ii) 2 years for direct recruit	By Promotion failing which by Direct Recruitment	Promotion From amongst Bell Boy with 7 years regular service in the grade	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Bell Boy	17 Subject to variation dependent on workload.	Group 'D'	Rs. 4900-10680 + Rs. 1300/- as Grade Pay	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II Examination (10+2 pattern) Pass or equivalent from a recognized Board ii) Diploma in Front Office Operation or equivalent from a recognized Institute. Desirable Experience in a hotel of repute in the relevant field	N.A.	2 years	By direct recruitment	N.A.	Group 'D' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior House Keeper	2 subject to variation dependent on the work load)	Group 'A'	Rs. 10300-34800 + Rs. 5000/- as Grade Pay	N.A.	Between 18 years and 35 yrs (Relaxable for categories as specified in Regulation 5.5)	3 years Diploma / Degree in Hotel Management or equivalent from a recognized University / institute. 3 yrs experience as House Keeper in a hotel of 3-5 Star category.	Age: No. EQ: No	i) One year for promotee ii) 2 years for direct recruit.	67% by promotion failing which by direct recruitment 33% by direct recruitment	Promotion From amongst House Keepers with 8 year regular service in the grade.	Group 'A' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
House Keeper	2 Subject to variation dependent on work-load	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	Non-Selection	NA	NA	Age : No E.Q: No	One year	100% by promotion.	Promotion From amongst Asstt. House Keeper with 5 years regular service in the grade.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Assistant Housekeeper	Four Subject to variation dependent on work-load	Group 'C'	Rs. 10300-34800 + Rs. 3200/- as Grade Pay	N.A.	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/ degree in Hotel Management or equivalent from a recognized University / Institute. ii) Two years relevant experience in a hotel of repute. OR i) 10+2 examination or equivalent from recognized Board ii) Diploma in Housekeeping Operation or equivalent from a recognized Institute/ Organization iii) 5 years relevant experience in a hotel of repute.	Age : No EQ : No	i) One year for promotee ii) 2 years for direct recruit	i.) 50% by promotion failing which by direct recruitment ii.) 50% by direct recruitment	Promotion From amongst Floor Supervisor/ Linen Keeper/ Desk Controller with 5 years regular service in the cadre on the basis of inter-se seniority.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Floor Supervisor-18 Linen Keeper-4 Desk Controller-4	26 Subject to variation dependent on work-load	Group 'C'	Rs. 5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II (10+2 pattern) Examination pass or equivalent from a recognized Board. ii) Diploma in Housekeeping Operation or equivalent from a recognized Institute/Organization iii) 2 years relevant experience in a hotel of repute.	Age : No EQ : No	i) One year for promotee ii) 2 years for direct recruit	i)50% by promotion failing which by direct recruitment ii) 50% by direct recruitment.	Promotion From amongst Room Attendants with 5 years regular service in the grade.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Room Attendant-43 Houseman-61 Sweeper cum Chowkidar-4	108 Subject to variation dependent on workload	Group 'D'	Rs 4900-10680 + Rs. 1300/- as Grade Pay	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II (10+2 pattern) Examination pass or equivalent from a recognized Board ii) Diploma in Housekeeping Operation or equivalent from a recognized Institute/ Organization	NA	2 years.	By direct recruitment.	NA	Group 'D' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Tailor	2 subject to variation dependent on the work load)	Group 'C'	N.A	Rs. 5910-20200+ Rs. 1900/- as Grade Pay	No further recruitment to be made						

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Security officer	3 subject to variation dependent on the work load)	Group 'C'	Rs. 10300-34800 + Rs. 3200/- as Grade Pay	N.A.	Between 18 years and 40 years (Relaxable for categories as specified in Regulation 5.5)	i) Ex-serviceman in the rank of JCO or equal rank in the Defence Armed Forces/Police Armed Forces with 15 years service as such and possessing Bachelor degree or equivalent from a recognized University OR Bachelor degree holder from a recognized University or equivalent with 8 years experience in a supervisory capacity in industrial security	Age: NO EQ; Yes	i) One year for promotee ii) 2 years for direct recruit	i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment.	Promotion From amongst Security Supervisor with 8 years regular service in the grade.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Security Supervisor	02 subject to variation dependent on the work load)	Group 'C'	Rs. 5910-20200 + Rs. 1900/- as Grade Pay	Non-Selection	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II (10+2 pattern) examination pass or equivalent from a recognized Board ii) 5 years experience in industrial security	Age: No EQ: No But to the extent indicated in Col.No.11	i) One year for promotee ii) 2 years for direct recruit	By promotion failing which Direct Recruitment	Promotion From amongst Security Guard with 8 years regular service in the grade having passed Matric from a recognized Board/ University	Group 'C' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Security Guards	52 subject to variation dependent on the work load)	Group 'D'	Rs. 4900-10680 + Rs. 1300/- as Grade Pay	Selection	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	i) Matric pass or equivalent from a recognized Board. ii) 2 years experience of watch and ward duties. Desirable Ex-serviceman	N.A.	2 years	By direct recruitment	N.A.	Group 'D' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Durban	10 subject to variation dependent on the work load)	Group D	Rs. 4900-10680 + Rs. 1300/- as Grade Pay	Non-Selection	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	i)Matric pass or equivalent from recognized Board/ Institute or equivalent. ii) Two years experience of working as Durban in a hotel of repute. iii) Should possess minimum height 5'9" Desirable Valid driving license with endorsement for light and heavy transport vehicles.	Age: NO EQ: NO But to the extent indicated in Col. No.11	One year for promotee 2 years for direct recruitment	By Promotion failing which by direct recruitment	Promotion from amongst Security Guards possessing good physique and minimum height 5'-9" with 3 years service in the grade.	Group D DPC as in schedule V

Note: Includes 1 Post of Durban-cum Driver and 4 Posts of Durban-cum Security Guard (Post to be redesignated as Durban)

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Executive Engineer	2 * subject to variation dependent on the work load)	Group 'A'	Rs. 15600-39100 + Rs. 6600/- as Grade Pay	N.A.	N.A.	NA	Age: No EQ : No. But to the extent as indicated in Col. No.11.	One year for promotee	50% by Promotion failing which by deputation 50% By deputation	Deputation From amongst officers of Central Govt., State Govts. Of Punjab, Haryana and Union Territory of Chandigarh Administration and their Public Sector Undertakings/ Govt. Boards or Corporations / Organizations holding analogous or similar posts and possessing Degree in Civil /Electrical Engineering. Promotion From amongst the Sub Divisional Engineers, who have an experience of working as such for a minimum period of 8 years.	Group 'A' DPC As in Schedule V

Note: * Includes one post of XEN for Maintenance.

In case of deputation, the officer of the rank of XEN on deputation shall be designated as Consultant Engineer and in case of SDE on deputation, he shall be designated as XEN.

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Sub Divisional Engineer(Civil- 2 posts Sub Divisional Engineer Elec.- 2 posts Sub Divisional Engineer PH- 1 post	5 subject to variation dependent on the work load)	Group 'A'	Rs. 15600-39100 + Rs. 5400/- as Grade Pay	N.A.	Between 18 years and 30 years (relaxable for category as specified in regulation 5.5)	Degree in Engineering in Civil/ Elect. from recognized University/ Institution with 2 yrs experience in the relevant trade in Govt or Public/ Corporate undertaking or Institution/ organization OR AMIE in Civil/ Elect. from recognized university/ institution with 5 yrs experience in the relevant trade in Govt or Public/ Corporate undertaking or Institution/ organization	Age : No. EQ : No But to the extent as indicated in Col. No.11.	a) One year for Promotee b) Two Year for direct recruitme nt	50% By promotion failing which by direct recruitment 50% by Direct Recruitment	Promotion From amongst the Jr. Engineers who possess a diploma in Engineering in Civil / Electrical and having experience of working as such for a minimum period of 10 years. OR Who possess a degree in Engineering in Civil / Electrical or degree of AMIE from a recognized university or institute and who have an experience of working as such for a minimum period of three years after obtaining the aforesaid degree. Should have qualified the Departmental Examination in such papers and syllabi, as may be specified by the Government from time to time.	Group 'A' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Engineer (Civil) -7 Posts Junior Engineer (Elect) -4 Posts Junior Engineer (PH) -1 Post	12 subject to variation dependent on the work load)	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	N.A.	Between 18 years and 30 years (relaxable for categories as specified in Regulation 5.5)	i) Diploma in Civil/Electrical Engineering as the case may be or equivalent from a recognized University/Institute ii) 3 years experience in execution/maintenance of relevant engineering works/field. Desirable Degree in Civil Engineering/Electrical or equivalent from a recognized University/Institute	Age : No EQ : Yes	i) One year for promotee ii) 2 years for direct recruit.	50% by promotion failing which by direct recruitment 50% by Direct Recruitment	Promotion Maintenance / Electrical Supervisor possessing diploma in Civil/ Electrical as the case may be and five years regular service in the relevant engineering field	Group 'B' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Head Draftsman	2 subject to variation dependent on the work load)	Group 'B`	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	Selection	Between 18 years and 27 years (relax able for categories as specified in Regulation 5.5)	i) Matric Pass or equivalent from a recognized Board. ii) I.T.I. Draftsman diploma of atleast 2 years duration from recognized Govt. Institute. iii) 5 years experience in the trade. iv) Knowledge of operating computer is must.	NA	2 years for direct recruit	By direct recruitment failing which by deputation.	NA	Group 'B' DPC As in Schedule V

Note: In case of deputation, the official of the rank of Draftsman on deputation shall be designated as Head Draftsman and in case of Jr. Draftsman on deputation he shall be designated as Draftsman.

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Maintenance Supervisor (Civil/ Pubic Health)	1 subject to variation dependent on the work load)	Group "C"	Rs. 10300-34800 + Rs. 3200/- as Grade Pay	Non-Selection	Between 18 years and 35 years (Relaxable for categories as specified in Regulations 5.5)	i) Matriculation examination pass or equivalent from a recognized Board ii) Diploma in Civil Engineering. iii) 2 years experience in the relevant trade.	Age: No EQ : To the extent indicated in Col.No.11	One year for Promotee 2 years for direct recruits	By promotion failing which by direct recruitment.	Promotion From amongst Mortar Mate/ Mason /Plumber possessing diploma in Civil / Public Health/ Mechanical Engineering or at least ITI in the trade of Plumbers / Air Conditioning with 5 years regular service in the respective grade.	Group "C" DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Electrical Supervisor	1 subject to variation dependent on the work load)	Group "C"	Rs. 10300-34800 + Rs. 3200/- as Grade Pay	Non-Selection	Between 18 years and 35 years (Relaxable for categories as specified in Regulations 5.5)	i) Matriculation examination pass or equivalent from a recognized board. ii) Diploma in Electrical Engineering. iii) 2 years experience in the relevant trade.	Age: No EQ : To the extent indicated in Col.No.11	One year for Promotee 2 years for direct recruits	By promotion failing which by direct recruitment.	Promotion From amongst Junior Technician (Electrician cum Generator Operator / AC Mechanic cum Electrician / Lift Operator / Sub Station Attendant possessing diploma in Electrical Engineering or at least ITI in the trade of Electrician with 5 years regular service in the respective grade.	Group "C" DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jr.Technician (Mortar Mate-11 posts Mason-3 posts	14 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board. (ii) 03 years experience in the respective trade.	Age : No EQ: To the extent indicated in Col. No.11	One year for promotee 2 year for Direct Recruit	75% by direct recruitment 25% by promotion from Helper (Specific trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jr. Technician (Electrician cum Gen. Operator -14 Posts, Lift Operator-2 Posts Sub Station Attendant-1 post	17 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board. (ii) I.T.I. Certificate in the Electrician from any Govt. Institute or equivalent. (iii) 02 years experience in the trade.	Age : No EQ : To the extent indicated in Col. No.11	i. One year for promotee ii. 2year for Direct recruitment	i) 75% by direct recruitment ii) 25% by promotion from Helper (Specific Trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Technician (Plumber)	6 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board. (ii) I.T.I. Certificate in the trade of Plumbers from any Govt. Institute or equivalent. (iii) 02 years experience in the trade.	Age : No EQ : To the extent indicated in Col. No.11	i. One year for promotee ii. 2 year for Direct Recruit	75% by direct recruitment 25% by promotion from Helper (Specific Trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jr. Technician (Air Conditioning Mechanic cum Electrician)	7 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board. (ii) I.T.I. Certificate in the trade of Refrigeration and Air Conditioning from any Govt. Institute or equivalent. (iii) 02 years experience in repair/ upkeep and erection of all types of refrigeration and air conditioning machinery.	Age : No EQ : To the extent indicated in Col. No.11	i. One year for promotee ii. Two year for Direct Recruit	i) 75% by direct recruitment ii) 25% by promotion from Helper (Specific Trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jr. Technician (Music/ TV Operator)	5 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board. (ii) I.T.I. Certificate in the trade of Electronic Mechanic from any Govt. Institute or equivalent. (iii) 02 years experience in repair / upkeep of TV /Music Instruments/ Telephone Instruments etc.	Age : No EQ : To the extent indicated in Col. No.11	i. One year for promotee ii. 2 year for Direct Recruitment/	i) 75% by direct recruitment ii) 25% by promotion from Helper (Specific Trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jr. Technician (Boiler Attendant)	5 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board. (ii) First Class Boiler Certificate issued by the Chief Inspectors of Boilers of a state or any other government. (iii) 02 years experience in the repair / upkeep and maintenance of the Boilers.	Age : No EQ : Yes	i. One year for promotee ii. 2 year for Direct Recruitment/	i) 75% by direct recruitment ii) 25% by promotion from Helper (Specific Trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jr. Technician (Painter)	2 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board (ii) I.T.I. Certificate in the trade of Painter from any Govt. Institute or equivalent. (iii) 02 years experience in the trade.	Age : No EQ : To the extent indicated in Col. No.11	i. One year for promotee ii. 2 year for Direct Recruitment/	i) 75% by direct recruitment ii) 25% by promotion from Helper (Specific Trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jr.Technician (Carpenter)	3 subject to variation dependent on the work load)	Group 'C'	Rs.5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	(i) Matric pass or equivalent from a recognized Board. (ii) I.T.I. Certificate in the trade of Carpenter from any Govt. Institute or equivalent. (iii) 02 years experience in the trade.	Age : No EQ : To the extent indicated in Col. No.11	i. One year for promotee ii. 2 year for Direct Recruit	i) 75% by direct recruitment ii) 25% by promotion from Helper (Specific Trade)	Promotion Helper (Maintenance) with 5 years regular service in the grade in the concerned field provided he is Matriculate.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Helper (Maintenance)	14 * subject to variation dependent on the work load)	Group "D"	Rs. 4900-10680 + Rs. 1300/- as Grade Pay	Selection	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	Under Matric with knowledge of trade concerned.	NA	2 years	By direct recruitment.	NA	Group "D" DPC As in Schedule V

Note: Includes 2 posts of Sewerman designated as Helper (Maintenance).

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SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts as on 31.12.06	Classification	Whether selection on the basis of merit-cum-seniority or seniority-cum-merit	Scale of pay	Age for direct recruits	Educational and other qualifications required for direct recruitment	Whether age limit & other qualifications will apply to promotees`	Period of probation, if any	Method of recruitment whether by direct or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a DPC exists, then what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Engineer (Horticulture)	One subject to variation dependent on the work load)	Group 'B'	N.A.	Rs.10300-34800 + Rs. 3800/- as Grade Pay	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	i) Matric Pass or equivalent from a recognized Board. ii) Diploma in Gardening or equivalent from a recognized Institute/Organization iii) One year experience in a Supervisory capacity in a Horticulture Organization of repute.	Age : No. E.Q. To the extent as indicated in Column.No.11	i) One year for promotee ii) Two years for direct recruit.	50% by promotion failing which by direct recruitment 50% by direct recruitment	Promotion From amongst Head Mali with 8 years regular service in the grade and possessing Matric qualification.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Head Mali	5 subject to variation dependent on the work load)	Group 'D'	Rs. 4900-10680 + Rs. 1400/- as Grade Pay	Non Selection	NA	NA	No	One year	By promotion	Promotion From amongst Mali with 5 years regular service in the grade.	Group 'D' DPC As in Schedule V

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SCHEDULE-IV - TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	7	8	9	10	11	12	13
Mali	29 subject to variation dependent on the work load)	Group 'D'	Rs. 4900-10680 + Rs. 1300/- as Grade Pay	Selection	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	Under Matric with knowledge of trade concern.	N.A.	2 Years	By Direct recruitment	N.A.	Group 'D' DPC As in Schedule V

Note : Includes 1 Post of Mali –cum-Watchman to be designated as Mali.

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
F&B Cost Controller	Three Subject to variation dependent on workload.	Group 'B'	Rs.10300-34800 + Rs. 4200/- Grade pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	3 years diploma/ degree in Hotel Management or equivalent from a recognized University/Institute ii) 3 years experience in cost control department of a hotel of 3-5 star category.	Age: No EQ: NO But one year diploma in Food and Beverage Service from recognized institute or equivalent is compulsory	i) One year for promotee ii) 2 years for direct recruit	67% by promotion failing which direct recruitment 33% by direct recruitment	Promotion From amongst Asstt. F&B Cost Controller, Asstt. Manager (Club/Canteen)/ Asstt. Manager (T&T) with 8 years regular service in the grade	Group 'B' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Asstt. F&B Cost Controller - 3 Asstt. Mgr. (Canteen/ Club/ T&T)- 3	Six Subject to variation dependent on workload.	Group 'B'	Rs. 10300-34800 + Rs. 3800 Grade pay	Non-Selection	NA	Age: NO EQ: NO	No	One year	By promotion	Promotion From amongst Bill Clerk/ Jr.Bill Asstt. with 5 years regular service in the grade. But one year diploma in Food and Beverages from the recognized institute or equivalent is compulsory.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Bill Clerks	40 Subject to variation dependent on workload.	Group 'C'	Rs. 5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary (10+2 pattern or equivalent from a recognized Board ii) Successfully completed atleast 3 months computer course from a recognized Institute/Organization covering areas of fundamentals of computer and MS Office and Talley iii) Diploma in Food & Beverage Services or equivalent from a recognized Institute/Organization	Age : No. E.Q. No But to the extent indicated in Column No. 11 in the case of departmental Group 'D' employees and Junior Salesman	i) One year for promotee ii) 2 years for direct recruit	i) 25% by promotion failing which by direct recruitment ii) 75% by direct recruitment	Promotion From amongst Jr. Sales man against 25% of posts of Bill Clerks who possesses Diploma in Food & Beverage Services or equivalent. and possessing 5 years regular service as such.	Group 'C' DPC As in Schedule V

Note : The bifurcation of the posts for placement in the distinct pay scales shall be as per the ratio as may be prescribed by the Chandigarh Administration for the cadre of Clerks from time to time and adopted by CITCO

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Salesman (23) Helper (General) (35)	58 Subject to variation dependent on work-load	Group 'D'	Rs. 4900-10680 + Rs.1300/- as Grade pay	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Senior Secondary Part II examination (10+2 pattern) pass or equivalent from a recognized Board. Desirable i) Diploma in Food & Beverage Services or equivalent from a recognized Institute/Organization	N.A.	2 years	By direct recruitment	N.A.	N.A.

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Company Secretary	1 subject to variation depending on the workload	Group 'A'	Rs. 15600-39100 + RS. 6600/- as Grade Pay	Selection	Between 18 years and 40 years (Relaxable for categories as specified in Regulation 5.5)	i) Bachelor degree in any discipline or equivalent from a recognized University ii) Member of the Institute of Company Secretaries of India iii) 5 years experience should be in a supervisory capacity in Government/Public Sector/ Private Sector/Institutions in the area of Company Affairs/ General Administration/ Human Resources Development.	N.A	2 years	By Direct recruitment	N.A.	Group 'A' DPC As in Schedule V

SCHEDULE IV- NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior Managers (Ministerial)	1 subject to variation depending on the workload	Group 'A'	Rs. 10300-34800 + RS. 5400/- as Grade Pay	Non-Selection	NA	NA	No	One Year	By promotion	Promotion Manager (Ministerial) with 10 years regular service in the grade and holding degree or equivalent of a recognized university.	Group 'A' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Managers (Ministerial)	10 subject to variation depending on the workload	Group 'A'	Rs. 10300-34800 + RS. 5000/- as Grade Pay	Non-Selection	NA	NA	Age : No EQ : No	One Year	100% by promotion	Promotion From amongst Sr.Asstt. with 10 years regular service in the grade.	Group 'A' DPC As in Schedule V

Note: Includes one post of Manager (Tourism Promotion and Public Relation- Redesignated as Manager (Ministerial)

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior Assistant	20 subject to variation depending on the workload	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	Non-Selection	N.A.	N.A.	N.A.	One Year	By promotion failing which by deputation	Promotion From amongst Clerks/ Jr. Assistants /Stenotypist/ Jr. Scale Stenographer having five years regular service in the cadre	Group 'b' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Clerk *	90 subject to variation depending on the workload	Group 'C'	Rs.5910-20200 + Rs. 1900/- grade pay	N.A.	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	<u>Essential</u> i) Bachelor's Degree and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 30 words per minutes in English typewriting.	Age : No. E.Q. No. But to the extent indicated in Column 11 in the case of departmental Group 'D' employees	i) One year for promotee ii) 2 years for direct recruitment	i) 15% by promotion ii)85% by direct recruitment	15% by promotion from Group 'D' employees consisting of Peon/ Jamadar/ Sweeper cum Chowkidar / Sweeper who have passed matriculation or equivalent and having minimum 5 years service in the respective grade. They should have proficiency in operation of Computer (Word processing and Spread Sheets) and a typing speed of 30 words per minute in English typing.	Group 'C' <u>DPC</u> As in Schedule V

Note : i)* Includes Librarian=01 and Tourist Guide=01

ii) The bifurcation of the posts for placement, if any, in the distinct pay scales shall be as per the ratio as may be prescribed by the Chandigarh Administration for the cadre of Clerks from time to time and as adopted by CITCO

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Driver (Staff Car/ Heavy duty)	18 subject to variation depending on the workload	Group 'C'	Rs.5910-20200 + Rs. 2000/- grade pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	a) For Staff Car Driver i) Matric pass or equivalent from a recognized Board /Institution ii) Driving license of transport vehicle. iii) 1 years experience of driving a transport vehicle a) For Driver (Heavy Duty) Essential i) Matric pass or equivalent from a recognized Board /Institution ii) Driving license of transport vehicle. iii) 5 years experience of driving a transport vehicle iv) The candidate should have to clear driving test	Age : No. EQ : To the extent as indicated in Col.No.11	i) One year for promotee ii) 2 years for direct recruit	i) 25% by promotion ii) 75% by direct recruit	Promotion From amongst Group 'D' employees of the CITCO with 5 years regular service in the respective grade who are Matric pass from a recognized Board or equivalent and possess valid license for driving heavy motor vehicle or light motor vehicle and subject to passing the driving test.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Machine-cum-Copier Operator	1 subject to variation depending on the workload	Group 'D'	Rs. 4900 + 10680 + RS. 1650/- as Grade Pay	Non-Selection	N.A.	N.A	NA	1 Year	By Promotion	Promotion From amongst Group "D" employees of CITCO with 3 years regular service in the grade and possess the skill of operating the photo-stat machine	Group "D" DPC As in Schedule V

Note: The pay scale of Rs.5910-20200 + Rs. 1900/- grade pay of the post of Machine cum Copier Operator is allowed to the present incumbent as a measure personal to him.

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classifi- cation	Scale of Pay	Whether selection post or non- selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Jamadar	3 subject to variation depending on the workload	Group 'D'	Rs. 4900 + 10680 + RS. 1400/- as Grade Pay	Non- Selection	N.A.	N.A.	N.A.	One year	By promotion	Promotion Peon with 10 years regular service in the grade	Group 'D' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Peon *	43 subject to variation depending on the workload	Group 'D'	Rs. 4900 + 10680 + RS. 1300/- as Grade Pay	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	Essential i) Middle pass or equivalent of a recognized School/Board ii) Should know cycling Note After appointment, the training in Home Guard is obligatory except for handicapped persons.	N.A.	Two year	By direct recruitment	NA	Group 'D' DPC As in Schedule V

Note: * Includes Library Attendant=01/Telephone Attendant=01/Peon cum Binder=03

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Chief Accounts Officer	1 subject to variation dependent on work load)	Group 'A'	Rs. 15600-39100 + Rs. 6600/- as Grade Pay	N.A.	Between 18 years and 40 years (relaxable for categories as specified in Regulation 5.5)	i) a) Degree of a recognized University or equivalent.. b) Member of the Institute of Chartered Accountants/Cost and Works Accountants of India ii) 5 years experience at managerial level with overall responsibility of finance management in Govt. or Public/Corporate Undertakings or Institutions/Organizations handling commercial accounts.	Age : No. EQ : To the extent indicated in Col.No.10	i) One year for promotee ii) 2 years for direct recruit	By deputation/ promotion failing which by direct recruitment	Promotion i) S.A.S. passed officers from the Finance & Accounts Service of the Finance Department of the States of Punjab, Haryana & Union Territory of Chandigarh Administration holding analogous posts or posts in the grade of Deputy Controller of Finance & Accounts or equivalent with 5 years regular service in the grade. ii) Officers under the Central Government, States of Punjab, Haryana and Union Territory of Chandigarh Administration and their Public Sector Undertakings/ iii) Organizations holding analogous or similar posts and member of the Institute of Chartered Accountants/Cost and Works Accountants of India. iv) The departmental Senior Manager (Finance and Accounts) with 5 years regular service in the grade and holding degree in C.A. will also be considered and in case he is selected for appointment to the post, it shall be deemed as having been filled by promotion	Group 'A' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior Manager (Accounts)	1 subject to variation dependent on work load)	Group 'A'	Rs. 10300-34800 + Rs. 5400/- as Grade Pay	Non-Selection	Between 18 years and 35 years (relaxable for categories as specified in Regulation 5.4)	Essential i) a) Degree of a recognized University or equivalent.. b) Member of the Institute of Chartered Accountants/Cost and Works Accountants of India ii) 5 years experience at managerial level with overall responsibility of finance management in Govt. or Public / Corporate Undertakings or Institutions / Organizations handling commercial accounts.	Age: No EQ : To the extent as indicated in Col.No.11	i) One year for promotee ii) 2 years for direct recruit	By promotion failing which by deputation OR By direct recruitment	Promotion Manager (Accounts) with 10 years regular service in the grade and holding Commerce degree of a recognized University or equivalent Deputation S.A.S. passed officers from the Finance & Accounts Service of the Finance Department of the States of Punjab, Haryana & Union Territory of Chandigarh Administration holding analogous posts; OR v) Officers under the Central Government, States of Punjab, Haryana and Union Territory of Chandigarh Administration and their Public Sector Undertakings/Organisations holding analogous or similar posts and Member of the Institute of Chartered Accountants/Cost and Works Accountants of India	Group 'A' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Manager (Accounts)	4 subject to variation dependent on work load.	Group 'A'	Rs. 10300-34800 + Rs. 5000/- as Grade Pay	Non-Selection	NA	N.A	N.A	One year	By Promotion	Promotion From amongst Sr.Acctt. with 10 years regular service in the grade.	Group 'A' DPC as in Scheduled V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior Accountant	20 subject to variation dependent on work load.	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	Non-Selection	NA	NA	NA	One years	By Promotion failing which by deputation.	Promotion From amongst Accounts Clerk/Jr Accountant with five years regular service in the grade..	Group 'B' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Accounts Clerk	24 subject to variation dependent on work load.	Group 'C'	Rs. 5910-20200+ Rs. 1900/- as Grade Pay	Selection	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	i) Bachelor degree in Commerce or equivalent from a recognized Board/University ii) Successfully completed atleast 3 months computer course from a recognized Institute/Organization covering areas of financial accounting and MS Office like Tally	NA	Two years	By direct recruitment	NA	Group 'C' DPC As in Schedule V

Note : The bifurcation of the posts for placement, if any, in the distinct pay scales shall be as per the ratio as may be prescribed by the Chandigarh Administration for the cadre of Clerks from time to time and adopted by CITCO.

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Private Secretary	One subject to variation dependent on work load.	Group 'A'	Rs. 10300-34800 + Rs. 5000/- as Grade Pay	Non-Selection	N.A.	N.A.	N.A.	One year	By deputation/ promotion	Deputation/Promotion Officers under the States of Punjab, Haryana and Union Territory of Chandigarh Administration or their Public Sector Undertakings/ Organizations holding analogous or similar posts. The departmental Personal Assistant with 5 years regular service in the grade will also be considered and in case he is selected for appointment to the post, it shall be deemed as having been filled by promotion. The officer should have knowledge of computer.	Group 'A' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Personal Assistant	1 subject to variation dependent on work load.	Group 'B'	Rs. 10300-34800 + Rs. 4200/- as Grade Pay	Non-Selection	N.A.	N.A.	N.A.	One year	By Promotion failing which by deputation.	Promotion From amongst Senior Scale Stenographer in the pay scale of Rs.5800-9200 with five years service rendered in the grade after appointment thereto on regular basis. The official should have knowledge of computer.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior Scale Stenographer	3 subject to variation dependent on work load.	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	Non-Selection	Between 18 years and 30 Years. (Relaxable for categories as specified in Regulation 5.5)	Bachelor degree from a recognized University or its equivalent 5 year experience in Stenography in a reputed concern or public sector private sector or in the Govt. Department Speed of 120 words per minutes in Stenography (English) and speed of 30 words per minute in transcribing the same/ should have knowledge of computer	N.A.	Two year for direct recruits and One year for promotees	By Promotion failing which by direct recruitment	Promotion From amongst Junior Scales Stenographer with 5 years regular service in the grade and provided they qualify the departmental test at the speed of 120 words per minute in stenography (English) and 30 words per minute in transcribing the same.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Scale Stenographer	6 subject to variation dependent on work load.	Group 'C'	Rs. 10300-34800 + Rs. 2800/- as Grade Pay	Non-Selection	Between 18 years and 25 years (Relaxable for categories as specified in Regulation 5.5)	Bachelor's Degree and proficiency in operation of Computer(Word Processing and Spread Sheets) and a speed of 100 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same/ should have knowledge of computer.	N.A.	Two year for direct recruits and One year for promotees	By Promotion failing which by direct recruitment	Promotion From amongst Stenotypist with 5 years regular service in the cadre provided they qualify the departmental test at the speed of 100 words per minute in Stenography (English) and 20 words per minute in transcribing the same.	Group 'C' DPC As in Schedule V

Note : The bifurcation of the posts for placement, if any, in the distinct pay scales shall be as per the ratio as may be prescribed from time to time by the Chandigarh Administration for the cadre of Junior Scale Stenographers and adopted by CITCO.

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Steno-typist	14 subject to variation dependent on work load.	Group 'C'	Rs. 5910-20200 + Rs. 2000/- as Grade Pay	Selection	Between 18 years and 25 years (Relaxable for categories as specified in Regulation 5.5)	<p>Essential</p> <p>i) Bachelor's Degree and proficiency in operation of Computer(Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same.</p> <p>Desirable</p> <p>Secretarial course and working use/knowledge of modern gadgets associated with the work.</p>	N.A.	Two year	By direct recruitment	N.A.	Group 'C' DPC As in Schedule V

Note : The bifurcation of the posts for placement, if any, in the distinct pay scales shall be as per the ratio as may be prescribed from time to time by the Chandigarh Administration for the cadre of Steno-Typists and adopted by CITCO

SCHEDULE-IV – NON-TECHNICAL PROFESSIONALLY POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualification-ions required for direct recruits	Whether age & education-al qualification-ion prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promot-ion or by deputation and transfer percent-age of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Manager (EDP)	01 subject to variation depend-ed on work load)	Group 'A'	Rs.10300-34800+ Rs. 5000/- as Grade Pay	Non-Selection	NA	NA	Age= No	One year	100% By Promotion	Promotion from amongst Programm-er with 10 years regular service in the grade	Group 'A' DPC As in Schedule V

The officer so appointed shall also be Nodal Officer for e-tendering

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Programmer	1 subject to variation depending on the workload)	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	Non-Selection	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	i) Master degree in Computer Application/Engineering/Systems or equivalent from a recognized University/Institute. ii) One year experience in systems development, programming, system analysis and design under multi-user environment. OR i) Master degree in Mathematics/Statistics/Operational Research/BE/B.Tech/Bachelor degree in Computer Application or equivalent from a recognized University/Institute ii) One year Post-graduate diploma in Computer Science or equivalent from a recognized University/Institute. iii) 2 years experience in systems development, programming, system analysis and design under multi-user environment.	Age : No. E.Q. Yes	i) One year for promotee ii) 2 years for direct recruit	By promotion failing which by direct recruitment	Promotion Junior Programmer with 10 years regular service in the grade and holding atleast a Bachelor Degree in Computer Application or equivalent.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Programmer	3 subject to variation depending on the workload	Group 'C'	Rs. 10300-34800 + Rs. 3200/- as Grade Pay	N.A.	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	i) Master degree in Mathematics/ Statistics /Operational Research /BE/B.Tech./Bachelor degree in Computer Application or equivalent from a recognized University/Institute ii) One year Post-graduate diploma in Computer Science or equivalent from a recognized University/Institute Desirable Experience in programming, system analysis and design under multi-user environment. OR i) Bachelor degree or equivalent of a University ii) One year Post-graduate Diploma in Computer Science or equivalent from a recognized University/Institute iii) 2 years experience of system development and programming.	Age: No EQ: To the extent as indicated in column No.11	i) One year for promotee ii) 2 years for direct recruit	i) 75% by direct recruitment ii) 25% by promotion	From amongst Data Entry Operator with 8 years experience possessing at least one year post graduate diploma in computer science from recognized university/ institute.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Data Entry Operators	5 subject to variation depending on the workload r	Group 'C'	Rs. 5910-20200 + Rs. 1900/- as Grade Pay	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Bachelor's Degree and proficiency in operation of Computer (Word Processing and Spread Sheets). ii) One year Post Graduate Diploma in Computer Science or equivalent from a recognized institute. Data Entry Test for speed to be cleared by the candidate as prescribed from time to time.	N.A.	2 years	By direct recruitment	N.A.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Deputy General Manager Technical	1 subject to variation dependent on the work load	Group 'A'	Rs. 15600-39100 + Rs. 6600/- as Grade Pay	Non-Selection	Between 18 years and 40 years (relaxable for categories as specified in Regulation 5.5)	i) Degree in Mechanical Engineering / AMIE or equivalent from a recognized University / Institute ii) 8 years industrial experience in quality control, tool room and/or laboratory work out of which 5 years should be in a senior management post in Govt. or Public/Corporate Undertakings or Organizations/Institutions.	Age : No EQ : To the extent as indicated in Col. No.11	i) One year for promotee ii) 2 years for direct recruit.	By deputation/ promotion failing which by direct recruitment..	Deputation Officers under the Central Govt. State Governments of Punjab and Haryana and Union Territory of Chandigarh Administration or their Public Sector Undertakings/ Organizations holding analogous or similar posts & possessing the educational qualifications and experience laid down for direct recruits under Col. No.8. By Promotion the departmental Technical Officer with 10 years regular service in the grade and holding diploma in mechanical engineering will be eligible for promotion.	Group 'A' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Technical Officer	1 subject to variation depending upon workload)	Group "B"	Rs. 10300-34800 + Rs. 4400/- as Grade Pay	Non-Selection	Between 18 years and 35 years (relaxable for categories as specified in Regulation 5.5)	i) 3 years diploma in Mechanical Engineering or equivalent from a recognized University ii) 5 years industrial experience in a supervisory capacity in Quality Control, Tool Room and/or Laboratory work. OR Degree in Mechanical Engineering or equivalent from a recognized University/Institute with two years experience.	Age : No. E.Q : Yes	i) One year for promotee ii) 2 years for direct recruit.	By promotion failing which by direct recruitment.	Promotion Sr.Quality Marking Supervisor (Mechanical)/ Foreman/ Sr. Technical Assistant with 5 years regular service in the grade.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classifi- cation	Scale of Pay	Whether selection post or non- selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Senior Technical Assistant -01 Post Foreman-01 Post Sr. Quality Marking Supervisor- 01 post	3 subject to variation dependent on the work load	Group 'B'	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay	Non- Selection	Between 18 years and 30 years (relaxable for categories as specified in Regulation 5.5)	i) 3 years Diploma in Mechanical Engineering or equivalent from a recognized University /Institute ii) 3 years experience in supervisory capacity in heat treatment, induction hardening, tool room or machine shop, testing, quality marking control and /or quality control in a reputed laboratory / organization.	Age : No. E.Q. Yes	i) Two years for direct recruit. ii) 1 year for promotee	By promotion failing which by direct recruitment.	Promotion Junior Technical Assistant with 5 years regular service in the grade.	Group 'B' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Technical Assistant	5 subject to variation depending upon the workload)	Group 'C'	Rs. 5910-20200 + Rs. 2800/- as Grade Pay	N.A.	Between 18 years and 30 years (relaxable for categories as specified in Regulation 5.5)	i) 3 years Diploma in Mechanical Engineering or equivalent from a recognized University/Institute ii) 2 years experience in responsible capacity in a reputed tool room/laboratory and/or machine shop.	Age-No EQ- Yes	i) One year for promotee ii) 2 years for direct recruit.	i) 50% by promotion failing which by direct recruitment ii) 50% by direct recruitment	Promotion Skilled Operator with 5 years regular service in the grade.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Skilled Operator	6 subject to variation depending on the workload)	Group 'C'	Rs. 5910-20200 + Rs. 2400/- as Grade Pay	Non-Selection	Between 18 years and 30 years (relaxable for categories as specified in Regulation 5.5)	i) Matric pass or equivalent from a recognized Board ii) I.T.I in mechanical trade or any other Govt. Institute. iii) 7 years experience in a reputed tool room, laboratory and/or machine shop.	Age-No EQ- Yes	NA	By promotion failing which by direct recruitment	Promotion Junior Skilled Operator with 5 years regular service in the grade.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Junior Skilled Operator -2	2 subject to variation depending on the workload	Group 'C'	Rs. 5910-20200 + Rs. 1900/- as Grade Pay	Selection	Between 18 years and 27 years (relaxable for categories as specified in Regulation 5.5)	i) Matric or equivalent pass from a recognized Board ii) I.T.I Certificate in mechanical trade or any other Govt. Institute. iii) 2 years experience in a reputed tool room, laboratory and / or machine shop.	N.A.	2 years	By direct recruitment	N.A.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Motor Boat Driver	01 subject to variation dependent on work load)	Group 'C'	Rs. 5910-20200 + Rs. 1900/- as Grade Pay	N.A.	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	For Motor Boat Driver i) Matric pass or equivalent from a recognized Board/University ii) Should possess license to ply ferry motor boat issued by a State Govt./authorized Government Agency. iii) Knowledge of first aid, diving, life saving devices/rescue operations. iv) Certificate in swimming and 3 years experience of working as Motor Boat driver Note : 1. The candidates shall have to undergo driving test.	Age : No. EQ : To the extent as indicated in Col.No.11	i) One year for promotee ii) 2 years for direct recruit	25% by promotion 75% by direct recruitment	Promotion From amongst Boatman cum Life Guard with 5 years regular service in the respective grade subject to undergoing driving test.	Group 'C' DPC As in Schedule V

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Boatman cum Life Guard	10* subject to variation depending on the workload	Group 'C'	Rs. 5910-20200 + Rs. 1900/- as Grade Pay	Selection	Between 18 years and 27 years (Relaxable for categories as specified in Regulation 5.5)	i) Matric pass or equivalent from a recognized Board ii) Should possess license to ply ferry boat issued by a State Government iii) Knowledge of first aid, diving and life saving devices/rescue operations. iv) Certificate in swimming and 1 years experience of working as Life Guard.	N.A.	2 years	By direct recruitment	N.A.	Group 'C' DPC As in Schedule V

Note: * Includes 8 posts of Boatman and 2 posts of Life Guard to be designated as Boatman cum life guard.

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Business Coordinator	1 subject to variation dependent on the work load)	Group 'C'	Rs. 5910-20200 + Rs. 2400/- as Grade Pay	N.A.	No further recruitment to be made.						

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Sports Officer	1 subject to variation dependent on the work load)	Group 'B'	Rs. 10300-34800 + Rs. 4200/- as Grade Pay	N.A.	No further recruitment to be made.						

SCHEDULE-IV – NON TECHNICAL POST

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or +non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees`	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Chief Liaison Officer (Ex-Cadre Post)	1 Subject to variation dependent on work-load.	Group 'A'	Rs. 10300-34800 + Rs. 5000/- as Grade Pay	N.A.	Between 18 years and 35 years (Relaxable for categories as specified in Regulation 5.5)	NA	NA	NA	By deputation	Deputation Officers under the Central Govt., State Govt. of Punjab, Haryana and Union Territory of Chandigarh Administration and their public Sector Undertakings/ Organizations holding analogous or similar posts.	Group 'A' DPC As in Schedule V

Remarks: The post of Chief Liaison Officer will remain in existence till CITCO maintains UT Guest House at New Delhi. As and when CITCO stop maintaining the UT Guest House at New Delhi this post will automatically stand abolished.

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruits or by promotion or by deputation and transfer percentage of the vacancies / posts to be filled by various method	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer is to be made	If a DPC exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12
Asstt. Manager (Event & PR)	01 Subject to variation dependent on work-load	Group 'B'	Rs. 10300-34800 + Rs. 3800/- as Grade Pay	Selection	Between 18 years and 30 years (Relaxable for categories as specified in Regulation 5.5)	i) Graduate or equivalent from a recognized university. Applicant having Post Graduation in Mass Communication, Journalism or other relevant field would be given preference. ii) Minimum one year course in Journalism / Mass Communication iii) Minimum 03 years experience in Event Organization/ Public in reputed organization.	N.A.	02 years	By direct recruitment	N.A.	Group 'B' DPC