

1	Name of the Post	Workshop Assistant
2	Number of posts	02 (Two)* *Subject to variation, dependent on workload
3	Classification	Group "C", Non-Ministerial
4	Pay band and grade pay or pay scale	Level-2 (Rs. 19900-63200).
5	Whether selection posts or non-selection post	Not Applicable
6	Age limit for direct recruits	Between 18-35 Years as on closing date of application
7	Educational and other qualifications required for direct recruits	03 Years diploma from a recognized Institute / Board / University or equivalent in relevant/allied subject. OR Class 10th passed with ITI / National Trade Certificate/ National Apprenticeship Certificate or equivalent from a recognized Institute / Board / University in the relevant or an allied subject / field with two years experience in the desired trade in a Government / Public Sector Undertaking. Note: Relevancy of Subject will be decided at the time of advertisement of the post
8	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Not Applicable
9	Period of probation, if any.	Two Years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various method.	100% by Direct Recruitment. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled by the appointing authority on deputation basis from officers/official of the Central/State Government / Universities / Institutes holding analogous posts on regular basis in the parent cadre/department and possessing the educational and other qualification prescribed for direct recruit under column No. 7
11	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption on to be made.	Not Applicable
12	If a departmental promotion Committee exists, what is its composition?	As per Act/ Statute/Ordinance of the University
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable