

File No:-I/1612/Admin

13.03.2026

Notification No.1/ DPC2026

Subject: Departmental Promotions of Non-Teaching staff for Group 'B' & Group 'C' posts - Reg.

The University invites applications from the internal regular non-teaching employees of the University for filling up following post under promotion quota. This post will be filled up with Departmental Promotion Procedures and are thus open to internal eligible regular employees of the IIMC New Delhi and its regional Campuses only.

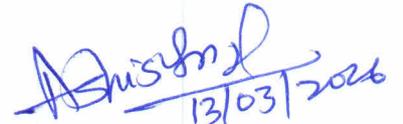
S. No.	Name of Post	Group	Eligibility
1.	Section Officer	B	i) A Bachelor's Degree in any discipline from any recognized Institute/ University. ii) 5 Years' of regular service from the feeder grade of Assistant in Level-6 subject to seniority-cum-fitness. iii) Proficiency in Computer operation
2.	Assistant Technical Officer	B	i) Master of Arts with Mass Communication ii) Five years' experience in handling of audio-visual equipment like DSLR camera / Video camera & Video editing of reputed brand at Pay Level 06 or above in Central / State Govt. / Autonomous or Statutory organization / PSU / University or recognized research or educational institution.
3.	Assistant	B	i) A Bachelor's Degree in any discipline from any recognized Institute/ University. ii) UDC with five year regular service in respective levels according to seniority -cum- fitness basis iii) Proficiency in Computer operation iv) Speed in English Typing @35 wpm or Speed in Hindi Typing @30 wpm
4.	Upper Division Clerk	C	i) A Bachelor's Degree in any discipline from any recognized Institute/ University. ii) Lower Division Clerk / Hindi Typist with five year regular service in Pay Level - 2 according to sonority-cum-fitness falling which by Direct Recruitment. iii) Proficiency in Computer operation iv) Speed in English Typing @35 wpm or Speed in Hindi Typing @30 wpm
5.	Lower Division Clerk	C	i) Group 'C' employees in the level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade. ii) Speed in English Typing @35 wpm or Speed in Hindi Typing @30 wpm iii) On the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 years

- As per the Dopt order No. 22011/4/2013-Estt(D) all internal regular employees those are completing their eligibility upto 31.12.2026 for Departmental Promotion should submit duly filled up application form enclosed herewith and submit it in the office of Deputy Registrar, IIMC New Delhi by hand upon proper receipt. Last date of receipt of application form is 30.03.2026.



2. **TERMS AND CONDITIONS:**

- a. Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the Annual Performance Appraisal Reports (APARs). Only performance reported at least "Good (Grade Point 5)" consistently for the preceding five years will be considered.
- b. The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs / STs / PwBDs, etc. shall be provided to the DPC for consideration as per Gol rules.
- c. The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Pay Level 11, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'.
- d. Qualifying in Typing Test/ Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time.
- e. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.
- f. Promotions shall take effect from the date of joining.
- g. The panel drawn for promotion / direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC / date of approval of the recommendations, respectively.


13/03/2026
(Ashish Kumar Singh)
Deputy Registrar

Encl: Application form

Copy to:

1. Office of Vice Chancellor, New Delhi
2. Office of Registrar, IIMC, New Delhi
3. All Regional Directors, IIMC
4. AR Admin
5. Record File
6. ICT Cell (to upload it on the University website for information of Non-teaching staff)

Sub: Syllabus for Written/Skill/Trade/Professional Test for departmental promotions of Non-Teaching staff

For the post of LDC

1. Leave & Service Rules.
2. Office Systems and Office procedures.
3. Filing and Drafting
4. Computer Knowledge

For the post of UDC

1. IIMC MoA, Deemed University Regulations.
2. Leave & Service Rules.
3. RTI ACT, 2005.
4. Office Systems and Office procedures.
5. Filing and Drafting.
6. Computer Knowledge.

For the post of Assistant

1. IIMC MoA, Deemed University Regulations.
2. Leave & Service Rules.
3. General Financial Rules.
4. Office Systems and Office procedures.
5. Filing and Drafting.
6. Computer Knowledge.

For the post of ATO

1. Lighting techniques: 3-point lighting, hard/soft lighting, backlighting, lighting for high-key and low-key, use of reflectors and gels.
2. Video shooting techniques: Framing, camera movement (pan, tilt, zoom), and frame rates.
3. Audio-visual recording: Mixing, editing, and sound techniques.
4. Video editing software basics.
5. Maintenance of cameras, lenses, and scanner operations.

For the post of Section Officer

1. IIMC MoA, UGC Deemed University Regulations 2023.
2. Fundamental Rules and Supplementary Rules.
3. CCS (Conduct) Rules, 1964.
4. CS (Medical Attendance) Rules and Contributory Health Service Scheme.
5. CVC Manual.
6. RTI ACT, 2005.

7. Reservation in Services- SC/ST/PwBD/OBC/EWS.
8. GeM, e-Procurement, General Financial Rules.
9. Office procedures and office Management.
10. National Pension System (NPS).
11. UGC Rules/Guidelines/Regulations related to the functioning of universities and
12. Computer Knowledge including MS office, spreadsheets, etc.

Test Details

- The test will consist of 150 questions (fill in the blanks /One word/single line answer/objective type)
- Qualifying marks : 50% (i.e., 75 out of 150)
- Duration: 3 Hrs.
- Medium : English
- No negative marking



APPLICATION FORM FOR DEPARTMENTAL PROMOTION

Name of the post applied for.....

A. GENERAL INFORMATION:

1. Name in Full.....

(IN BLOCK LETTERS)

2. Parentage:

i. Father's name.....

ii. Mother's name.....

3. Date of Birth: Day.....Month.....Year.....

4. Male/Female/.....

5. Please tick the Category: General/SC/ST/OBC/.....

6. Nationality.....

7. Religion.....

8. State to which the applicant belongs.....

9. Permanent Address:.....

.....

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Pin Code.....

10. Address for Correspondence.....

.....Pin Code.....

11. Email ID.....Mobile.....

Paste your recent
past port size
photograph

B. EDUCATIONAL QUALIFICATIONS:

Exam. Passed	Board/ University	Year of Passing	Marks Obtained	Maximum Marks	%age Marks	Subjects
Matriculation						
Higher Secondary						
Bachelor's degree						
Master's Degree						
M. Phil.						
Ph.D.						
Any other Qualifications						

C. QUALIFYING SERVICE IN THE UNIVERSITY (start from Present post held)

Designation	Name of the Department /Branch/Cell	Pay Level	Nature of Experience	Period of service		
				From	to	Period
I.						
II.						
III						

I hereby undertake that I have read and understood the terms and conditions of the University Notification no.....dated for departmental promotion and having accepted all the terms and conditions hereby declare that all entries made by me in this application form are true,

Complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false my candidature/appointment is liable to be cancelled/ terminated.

Signature of the Applicant

Place.....
Date.....

Checklist of Documents to be enclosed in the following order and each page/ sheet be self- Attested and page numbered		
S.No.	Documents	Page No
1.	10 th Class Marks Sheet	
2.	10 th Class Certificate	
3.	12 th Class Marks Sheet	
4.	12 th Class Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelor's Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D Degree	
12.	Category Certificate (if applicable) SC/ST in the prescribed format	
13.	Any other (Please Specify)	