

**Appendix-139**  
**Resolution No. 40**  
**SCHOOL OF OPEN LEARNING**  
**(CAMPUS OF OPEN LEARNING)**  
**UNIVERSITY OF DELHI**

**Meeting of the Committee constituted by the Hon'ble Vice-Chancellor, University of Delhi to examine the Recruitment Rules of Printing and Technical Staff in SOL held on 18<sup>th</sup> October, 2022 at 2.30 p.m. and 28<sup>th</sup> October, 2022 at 3.00 p.m. in School of Open Learning, University of Delhi.**

Meetings of the Committee constituted by the Hon'ble Vice-Chancellor, University of Delhi to examine the Recruitment Rules of Printing and Technical Staff in SOL were held on 18<sup>th</sup> October, 2022 at 2.30 p.m. & 28<sup>th</sup> October, 2022 at 3:00 PM and in the office of the Director-COL/Chairperson-GB-SOL, School of Open Learning, University of Delhi. The following were present in the meeting:

S.No.	Name & Designation	Member
1.	Prof. Payal Mago, Director, COL, DU	Chairperson
2.	Prof. M.K. Singh, Member-GB-SOL, DU	Member
3.	Sh. Pradeep Kumar, Joint Registrar (Legal), DU	Member
4.	Dr. Rohan Rai, Joint Registrar (Establishment), DU	Member
5.	Ms. Meenakshi Sahay, Joint Registrar (Recruitment), DU	Member
6.	Sh. Sharad Kumar Sant, Deputy Registrar, DU	Co-opted Member

Dr. O.P. Sharma, Deputy Registrar and Sh. Raja Ram, Assistant Registrar, SOL assisted the Committee.

At the outset, the Chairperson of the Committee welcomed all the Members of the Committee and briefed the members about the mandate of the Committee. The Committee examined the details of the existing position of Printing Staff in School of Open Learning as under:

S.No.	Post	Sanctioned Strength	Existing Strength	Vacant positions
1.	Book Producer (Level-10)	01	00	01
2.	Production Superintendent (Level-7)	03	01	02
3.	Senior Proof Reader (Level-6)	02	01	01
4.	Junior Proof Reader (Level-4)	02	02	00
5.	Copy Holder (Level-3)	02	01	01


*[Handwritten signatures and marks below the table]*

The Committee had a detailed discussion on the sanctioned strength, existing strength and vacant positions of the Printing Staff of SOL. The Chairperson apprised the members that the cadre under consideration basically was dealing with the physical publication of the educational content for students and other stake holders. Further, with most of the content now being made available in online mode, the posts in this cadre are required to be rationalized in view of modern advanced IT infrastructure and technology as posts designated for IT related work. A proposal has been moved for the same, however at present provision needs to be made to enable promotional avenues for existing staff members. The posts vacated in due course could subsequently be diverted for rationalization in accordance with current requirements viz creation of IT related cadre/posts. Accordingly, after a detailed discussion, the Committee prepared the Recruitment Rules for the Printing Staff of SOL as per the **Annexure-1**.

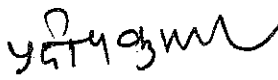
Regarding the Technical Staff of Computer Section, SOL, it was informed the Committee that the change of nomenclature of Console Operator and Word Processing Applicator to Senior Technical Assistant may be done on the basis of the changes made by the University of Delhi as incorporated in the Recruitment Rules, 2020.

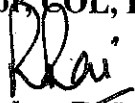
Further, the Committee recommended that the Recruitment Rules being considered herewith will be subject to other terms and conditions of the Recruitment Rules (Non-teaching), 2020.

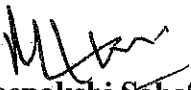
The meeting ended with a vote of thanks to the Chair.


  
(Prof. Payal Mago)  
Director, COL, DU

on leave.  
(Prof. M.K. Singh)  
Member-GB-SOL

  
(Pradeep Kumar)  
Joint Registrar (Legal)

  
(Dr. Rohan Rai)  
Joint Registrar (Establishment)

  
(Meenakshi Sahai)  
Joint Registrar (Recruitment)

  
(Sharad Kr. Sant)  
Dy.Registrar, DU

**ANNEXURE-1**

**RECRUITMENT RULES OF PRINTING STAFF OF SOL, DU**

1. Name of the post	<b>Copy Holder</b>
2. No. of posts	02
3. Classification	Group C
4. Scale of Pay	<del>Level - 03</del>
5. Whether Selection post or Non-Selection post	Not Applicable
6. Age limit for Direct Recruitment	27 years
7. Educational and other Qualification required for direct recruitment	<b>Essential:</b> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution with at least 50% marks. 2. Diploma in Book Publishing 3. One year experience in Govt./Reputed Book Publishing/ Printing Organization. <b>Desirable:</b> 1. Proficiency in English & Hindi 2. Proficiency in computer operation
8. Period of probation (if any)	One year for direct recruits
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment <b>Note:</b> All the candidates for direct recruitment will be required to appear in a written test to adjudge their professional as well as technical knowledge required for the post. The Selection will be based on written test and skill test.  All direct recruits should also qualify a skill test on computer within one year form their appointment i.e. before completion of their probation period.
10. In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	Not Applicable

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1. Name of the post	<b>Junior Proof Reader</b>
2. No. of posts	02
3. Classification	Group C
4. Scale of Pay	<del>Level - 04</del>
5. Whether Selection post or Non-Selection post	Not Applicable
6. Age limit for Direct Recruitment	Not Applicable
7. Educational and other Qualification required for direct recruitment	Not Applicable
8. Period of probation (if any)	One year for promotees
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion
10. In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	<p>Promotion: From amongst the Copy Holders who have rendered not less than 5 years of service in pay Level-03.</p> <p>Promotion Criteria : On the basis of seniority-cum-fitness.</p>

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1. Name of the Post	<b>Senior Proof Reader</b>
2. No. of posts	02
3. Classification	Group B
4. Scale of pay	Level - 06
5. Whether Selection Post or Non- Selection post	Not Applicable
6. Age limit for Direct recruitment.	Not Applicable
7. Educational and other qualification required for direct recruitment.	Not Applicable
8. Period of probation (if, any)	One year for promotees
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion
10. In case of recruitment by promotion/ deputation, grades from which promotion deputation to be made.	<p>Promotion:</p> <p>From amongst the Junior Proof Readers who have rendered not less than 5 years of service in the pay Level-04 as Junior Proof Reader.</p> <p>Promotion Criteria : On the basis of seniority-cum-fitness.</p>

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1. Name of the Post	<b>Production Superintendent</b>
2. No. of posts	03

3. Classification	Group B
4. Scale of pay	Level - 07
5. Whether Selection Post or Non- Selection post	Not Applicable
6. Age limit for Direct recruitment.	Not Applicable
7. Educational and other qualification required for direct recruitment.	Not Applicable
8. Period of probation (if, any)	One year for the promotees
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion
10. In case of recruitment by promotion/ deputation, grades from which promotion deputation to be made.	<p>Promotion:</p> <p>From amongst the Senior Proof Readers working in the Pay Level-06 with minimum period of 05 years regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p> <p>Promotion Criteria : On the basis of seniority-cum-fitness.</p>

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1. Name of the Post	<b>Book Producer</b>
2. No. of posts	01
3. Classification	Group A
4. Scale of Pay	<del>Level-10</del>
5. Whether Selection Post or Non-Selection Post	Non-Selection
6. Age limit for Direct Recruitment	Not Applicable
7. Educational and other qualification required for direct recruitment.	Not Applicable
8. Period of probation (if any)	One year for promotees
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by Promotion
10. In case of recruitment by promotion/deputation, grades from which promotion / deputation to be made.	<p>Promotion:</p> <p>From amongst the Production Superintendent having 8 years of regular service in the Pay Level-07 excluding ad-hoc service with a minimum qualification i.e. BA or equivalent.</p> <p>Promotion Criteria : On the basis of seniority-cum-fitness.</p>

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