

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-2004/XXXIIIrd BoG/A-12/PC
Dated	September 8, 2004
Empowered Authority	Director General, YASHADA
Subject	To consider the revised recruitment rules of the Academy
Reference	All approved minutes of the Board of Governors meeting held on 27.08.2004 Agenda Item No.BoG:XXXIII:12 Minute Nos. 79 to 84
Circulated for Information to :	All YASHADA Faculty & Staff
Effective from	August 27, 2004

The Hon. Chief Secretary to the Government of Maharashtra in his position as ex-officio President of the Board of Governors at the Yashwantrao Chavan Academy of Development Administration (YASHADA) is crucially responsible for ensuring review of activities and enabling approval by the Board and thereby ensuring the support and guidance of the Government of Maharashtra.

The XXXIIIrd Meeting of the Board of Governors has provided the mandate to the Academy once again through unanimity in the decisions undertaken. The Board continues to enable growth through systemic and institutional stabilisation within the Academy.

Introduction

The earlier recruitment rules of the Academy were approved by the XVIIIth meeting of the Board of Governors held on 9 December 1993. The revised recruitment rules of the Academy were presented for approval of the Board of Governors.

The previous functional departments of the Academy included the Rural Systems and Administration (RuSA), Public Systems and Administration (PuSA), the Centers for Disaster Management, Environment and Development and Audio-Visual Production among others. The utilities included the 101-bed capacity hostel prior to the construction of the 29-bed capacity jubilee hostel totaling 129-bed capacity including VIP and VVIP rooms and the 3-programme stream classrooms and mess dining facilities.

Subsequent to the 44th EC held on 17 November 2003 and the 32nd BoG held on 22 January 2004, the Academy's functional departments now include the State Institute of Rural Development (SIRD), the Administrative Training Institute (ATI), the State Institute of Urban Development (SIUD), the Institute for Productive and Empowered Old Age (IPEOA) and the various Centers such as for Environment and Development (CED), Disaster Management (CDM), Information Technology (CIT), Research and Documentation (RDC), Media and Resource (YMRC), and

Equity and Social Justice (CESJ). Various Cells established since 2003-2004 include the SHIG and Micro Finance Cell, the Right to Information Cell, the Special Cell for Cooperation and SHIG RUDA Cell. Newly emerging Cells and Centers include the Watershed Development Center (Proposed), Center for Innovation and Dissemination and Good Governance, the Centers for Public Health Training and Research, Tribal Development Training and Research and Women and Child Development Training and Research.

Along with the diversity of academic development since the four main streams of training activities during 1986 to 2003, the YASHADA MASTER PLAN has begun to document and present the need to understand the potential for growth, physical and academic for YASHADA in the coming 5 / 10 / 15 years. The first phase of the Master Plan during 2003-2006 ensures that most infrastructure projects are identified, new perspectives developed and core academic and research faculty positioned.

The Master Plan has very clearly identified and designated site-specific building projects for the next three years and outlined the general use of each building project. The clarity that is provided by the Campus Master Plan is now part of the Academy's annual training, research and capital planning processes and allows for regular review. Of the sixty-one vacant posts in the regular YASHADA establishment, various departments and centers along with posts sanctioned under assistance of the Government of India since 22 January 2004, fifty posts have been filled through deputation /contract and /or regular appointment in the Class I to Class IV cadres as on August 2004. From sanctioned personnel strength of 101 and 32 filled-up posts in September 2003, the Academy has now grown to 143 posts, with 132 filled-up posts and 11 vacant ones.

Revision of the Recruitment Rules

It was therefore felt necessary to considerably strengthen existing administrative processes, create transparent recruitment and promotion procedures, provide clear promotion-channels, demarcate the ratio of "Direct recruitment" : "Promotion" : "Deputation" intakes and provide for limited-period contractual appointments wherever appropriate individuals are not immediately available.

The Academy also needs to plan towards the personnel requirements for the construction projects envisaged under the aegis of the SIRD Master Plan and the Campus Master Plan. Specialised personnel would be required for infrastructure management and could be recruited against project funds to be received from supporting agencies. The Director General, YASHADA is already empowered to appoint personnel against positions as and when required on contract basis or on the basis of the existing recruitment rules.

It was therefore felt essential at this crucial period of the Academy's growth to effectively position specific recruitment rules for the numerous positions that are currently existent in YASHADA. These revised recruitment rules will help the Academy provide clearly transparent recruitment procedures, promotion channels, re-organisation of inter- and intra-level posts wherever required within various cadres such as Academic or Administrative Wings.

The revised recruitment rules have separated the categories of officers and staff into four groups, such as:

- (A) - Officers whose minimum of the pay scale is Rs. 8,000/- and above.
- (B) - Officers whose minimum of the pay scale is Rs. 6,500/- and above.

- (C) - Employees whose minimum of the pay scale is Rs. 3,050/- and above but not included in the Group 'A' or 'B'.
- (D) - Employees who are not included in the group 'A', 'B' or 'C'.

The revised recruitment rules (proposed) have clearly outlined the "Manner of Recruitment" against Age, Reservation, Seniority List, Selection Criteria for direct recruitment, deputation and promotion and has also established the tenure of probation. The rules have also provided for the constitution of the Selection Committee and the process of recruitment of personnel required for projects on short-term basis or on deputation as and when required for a project.

Approvals by the XXXIIIrd Board of Governors

The Board of Governors recognised that earlier recruitment rules of the Academy as approved by the XVIIIth meeting of the Board of Governors held on 9 December 1993 were in need of a comprehensive review considering the growth of the Academy and the revised recruitment rules of the Academy as presented were examined.

It was also recognised that the need to plan towards the personnel requirements for the construction projects envisaged under the aegis of the SIRD Master Plan and the Campus Master Plan would be met with the Revised Recruitment Rules. The rules would permit employment of specialised personnel required for future infrastructure management to be recruited against project funds when received from supporting agencies.

The Board recommended that the "seniority list" should be determined with effect of 1st January on the first week of January and published accordingly. It is now determined by the Academy that it would be published on an annual basis.

The Board further suggested that knowledge of Marathi Language should be essential for Group B, C and D categories of officers and staff, while the requirement would not be compulsory for Group A, i.e., Officers whose minimum of the pay scale is Rs. 3,000/= and above.

The various Minutes approved in this regard at the XXXIIIrd BoG are:

Minute No. 79 Agenda Item No. BoG: XXXIII: 12

It was noted that the need to plan towards personnel requirements for the growth of infrastructure envisaged under the Master Plan for employment of specialised and experienced personnel against project funds as and when received from supporting agencies would be supported by the Revised Recruitment Rules.

Minute No. 80 Agenda Item No. BoG: XXXIII: 12

It was noted that the revised recruitment rules would help the Academy provide clearly transparent recruitment procedures, promotion channels, re-organisation of inter- and intra-level posts wherever required within various cadres such as Academic or Administrative Wings.

Minute No. S1

Agenda Item No. BoG: XXXIII: 12

The "seniority list" should be determined with effect of 1st January on the first week of January and published on an annual basis.

Minute No. S2

Agenda Item No. BoG: XXXIII: 12

An amendment at Point No. 11 of the Revised Recruitment Rules would now read as follows:

"11. SELECTION COMMITTEE

There shall be a Selection Committee as would be constituted by the Director General from time to time to recommend the candidate/s suitable for recruitment / promotion. The decision of the Director General in this regard shall be final."

Minute No. S3

Agenda Item No. BoG: XXXIII: 12

An essential requirement of knowledge of Marathi Language should be included for Group B, C and D categories of officers and staff, while the requirement would not be compulsory for Group A, i.e. Officers whose minimum of the pay scale is Rs. 8,000/= and above.

Minute No. S4

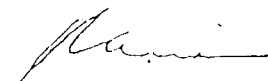
Agenda Item No. BoG: XXXIII: 12

The Revised Recruitment Rules as at Enclosure II was approved by the Board of Governors subject to the amendments suggested in Minutes Nos. XXXIII: S1, S2 and S3.

The Revised Recruitment Rules stand approved with effect from 27 August 2004 and fully replaces the earlier Recruitment Rules and any other amendments as may have been affected from time to time.

The Revised Recruitment Rules are now provided in a complete Handbook of Recruitment Rules hereby titled and recognised as "THE YASHADA RECRUITMENT (REVISED) RULES 2004".

So ordered,


(K. G. Gaikwad)
Director General

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

THE YASHADA RECRUITMENT (REVISED) RULES 2004

01. These rules shall be called the 'YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION RULES FOR RECRUITMENT'
02. These rules shall come into effect from 27 August 2004.
03. Definition -
- (i) "Government" - Unless otherwise mentioned, it shall be construed as the Government of Maharashtra.
 - (ii) "YASHADA" - Means the Yashwantrao Chavan Academy of Development Administration, Pune - 411 007.
 - (iii) "Director General" - Shall mean to refer to the incumbent of the post of Director General, YASHADA.
04. The categories of officers and staff shall be as under -
- | | | |
|-----------|---|--|
| Group 'A' | - | All officers whose minimum of the pay scale is Rs. 8,000/- and above. |
| Group 'B' | - | All officers whose minimum of the pay scale is Rs. 6,500/- and above but not included in the group 'A' |
| Group 'C' | - | All employees whose minimum of the pay scale is Rs. 5,050/- and above but not included in the group 'A' or 'B' |
| Group 'D' | - | All employees who are not included in the group 'A' 'B' or 'C' |
05. MANNER OF RECRUITMENT:
- The manner of recruitment shall be through Direct Recruitment, OR Promotion, OR Deputation OR Contractual Appointment.
- The principle for direct recruitment shall be normally, 'Entry at the lowest level' OR 'Entry at any other level as decided by the management and promotion will be as per promotional channel set out for each category in the recruitment rules.
- Whenever suitable and / or eligible internal candidates are not available or they are not upto the required expectations or due to administrative exigencies, the post / s will be filled in by deputation of suitable officers / employees from the Government / other State Level Training Institutes recognised by the Government of Maharashtra or India as may be decided by the Director General, YASHADA.

क्र प्रशा-१/३००८/नियामक मंडळ
दिनांक : २९.०३.२००८

विषय : यशदा सेवाभरती / पदोन्नती नियम २००४ मधील नियम १२ (b) मध्ये
सुधारणा करण्याबाबत


संदर्भ : दिनांक २६ फेब्रुवारी २००८ रोजी पार पडलेल्या ३७ व्या नियामक मंडळाच्या
बैठकीतील विषय क्र Agenda Item No BoG XXXVII (37th): 05 (A) व त्यावर
नियामक मंडळाच्या बैठकीच्या इतिवृत्तास मान्यता

- परिपत्रक -

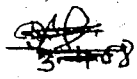
यशदा सेवाभरती / पदोन्नती नियम २००४ मधील नियम क्रमांक 12 (b) मध्ये खालील
प्रमाणे सुधारणा करण्यात येत आहे.

"The recruitment of personnel required for projects undertaken by YASHADA, on short term basis, may be made by the Director General by appointing suitable candidates on contract, or on deputation of personnel in equivalent scale, for a period of up to three years at a time and not exceeding the term of the project."

०३ उपरोक्त संदर्भा नुसार नियामक मंडळाने मान्यता दिली असून सदरच्या सुधारणा या दिनांक
२६.०२.२००८ पासून लागू राहतील.


(निर्बंधक)
यशदा

प्रति,

- प्रत
- सर्व कर्मचारी व अधिकारी, यशदा, पुणे.
 - लेखाशाखा, यशदा 
 - आस्थापना, यशदा

10. PROBATION

The direct recruits shall be on probation for a period of two years, unless it is extended owing to non-passing of a prescribed exam and/or unsatisfactory performance being prerequisite for satisfactory completion of probation.

11. SELECTION COMMITTEE

There shall be a Selection Committee as would be constituted by the Director General from time to time to recommend the candidate/s suitable for recruitment/promotion. The decision of the Director General in this regard shall be final.

12. RECRUITMENT RULES

(a) The Recruitment Rules of various posts from Faculty, Administration, Accounts & Finance and supporting staff are as per the Annexure Pages.

(b) The recruitment of personnel required for projects undertaken by YASHADA, on short term basis, may be made by the Director General by appointing suitable candidates on contract, or on deputation of personnel in equivalent scale, for a period of one year at a time and not exceeding the term of project

Faculty
(Academic)
Wing

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YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

04

Sr. No.	Cadre & Scale	Ratio of Recruitment	Existing Recruitment Rules			Remarks
			Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	
1	Professor (16-100-22400)	Ratio is not fixed.	4 Qualification: 1st class Or High II nd class Masters degree with Ph. D. in the relevant discipline. Experience: At least 10 years Training in Research & of which at least 5 years in teaching, preferably in a recognised training Institute / University. Other Requirement: Published books/papers on original work in relevant field. Age: 50 years. Relaxable by Director General in case of deserving candidates.	5 No provision of Promotion.	6 By deputation of a Professor from recognised University/Training Institute having qualification prescribed for direct recruitment. OR By deputation of a suitable officer from All India Services, with at least 10 years experience in the service. OR By deputation of a suitable officer who is at least a graduate & has not less than 10 years experience in the grade of Managing Director of PSU/Corporation	7
1	Professor (16-400-22400)	1) 30% by Direct Recruitment. 2) 30 % by Promotion 3) 40 % by Deputation. Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2: The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	4 Qualification: Ph. D. in the relevant field. Experience: Minimum 10 years experience in Research & Training in a recognised University or Institute. Other Requirement: Published books/papers on original work in relevant field. Age: 50 years. Age limit may be relaxed by the Director General in case of deserving candidates.	5 By promotion amongst Associate Professors, who is:- Having Ph.D. with continuous & regular service as an Associate Professor in YASHADA for 7 years.	6 Requirement for Deputation By deputation of Professor from recognised University/Training Institute having qualification prescribed for direct recruitment. OR By deputation of suitable officer from All India Services, with at least 10 years experience. OR By deputation of a suitable officer in the equivalent scale from state govt.	7

Existing Recruitment Modes

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Associate Professor (12000-18300)	3	Ratio is not fixed.	4	6	7
2	Associate Professor (12000-18300)	3	<p>Qualifications: 1st class Or High 11th or equivalent qualification in the relevant discipline. Preference will be given to candidates having Ph.D.</p> <p>Experience: At least 7 years experience in Research & Training, of which at least 5 years in teaching, preferably in a recognised training Institute / University.</p> <p>Other Requirement: Publications on original work in related field.</p> <p>Age: 45 years. Relaxable by Director General in case of deserving candidates.</p>	5	<p>No provision of Promotion.</p> <p>By deputation of a suitable officer who is at least a graduate & who has not less than 10 years experience in the senior class I cadre of the state Government / Government of India.</p> <p>OR</p> <p>By deputation of a suitable officer who is at least a graduate & has not less than 10 years experience in the grade of General Manager of PSU/Corporation</p> <p>OR</p> <p>By deputation of a suitable faculty member from recognised University / Training Institute</p>	7
1	Associate Professor (12000-18300)	3	<p>1) 30% by Direct Recruitment</p> <p>2) 30 % by Promotion</p> <p>3) 40 % by Deputation.</p> <p>Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation.</p> <p>Note 2: The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.</p>	4	5	6
2	Associate Professor (12000-18300)	3	<p>Qualification: Ph.D or M. Phil in the relevant field plus NET / SET. Relaxable in case the candidate is post graduate from IIMs.</p> <p>Experience: Minimum 7 years experience in Research & Training in a recognised University or state level institute.</p> <p>Other Requirement: Publication on original work in relevant field.</p> <p>Age: 45 years. Age limit may be relaxed by the Director General in case of deserving candidates.</p>	5	6	7

Sr. No.	Cadre & Scale	Existing Recruitment Rules			Remarks	
		Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion		
1	2	3	4	5	6	
3	Assistant Professor (8000-13500)	Ratio is not fixed.	<p>Qualification: Masters degree with at least second class in the relevant/related discipline. Candidates having Ph.D./M. Phil or equivalent qualification will be preferred.</p> <p>Experience: At least 5 years experience in Research & Training in relevant/related discipline, preferably in a recognised training Institute.</p>	No provision of Promotion.	<p>By deputation of a suitable officer who is at least a graduate & has not less than 5 years experience in the Junior class I grade in the government.</p> <p>OR</p> <p>By deputation of a suitable faculty member from recognised University/Training Institute.</p>	7

Sr. No.	Cadre & Scale	Recruitment (Revised) Rules 2004			Remarks	
		Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion		
1	2	3	4	5	6	
3	Assistant Professor (8000-13500)	<p>1) 50% by Direct Recruitment</p> <p>2) 50% by Promotion</p> <p>Note : 1 In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation.</p> <p>Note : 2 The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.</p>	<p>Masters degree with at least second class in the relevant/related discipline plus NET / SET. Candidates having Ph.D./M. Phil or equivalent qualification will be preferred.</p> <p>Age - 40 years. Age limit may be relaxed by the Director General in case of deserving candidates</p> <p>Experience: At least 6 years experience in Research & Training in relevant/related discipline, preferably in a recognised training Institute.</p>	<p>By promotion amongst Research Officer who is:-</p> <p>Having Masters degree with at least second class with continuous & regular service as Research Officer in YASHADA for 7 years.</p>	<p>By deputation of a suitable officer in the equivalent scale from the Central / State government.</p> <p>OR</p> <p>By deputation of a suitable faculty member from recognised University/Training Institute.</p>	7

Existing Recruitment Rules			
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment
1	Research Officer (6500-10500)	3 By promotion. But Ratio is not fixed	Not applicable
			Requirement for Promotion
			By promotion from amongst Research Assistant in YASHADA having an experience of at least 7 years as Research Assistant.
			Requirement for Deputation
			Not applicable
			Remarks
			7

Recruitment (Revised) Rules 2004			
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment
1	Research Officer (6500-10500)	3 1) 50% by Direct Recruitment 2) 50 % by Promotion Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2: The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	4 Qualification – Master degree in Economics, Statistics, Political Science, Public Administration, Social Science or relevant field with at least High Second Class. Experience – At least 5 years Research experience preferably in a training institute. Knowledge of computers is essential. Other Requirement – Preference will be given to candidates who have presented / published research papers / documents in the related field in reputed journals or acknowledged research fora. Age – 35 years. Age limit may be relaxed by the Director General in case of deserving candidates.
			Requirement for Promotion
			By promotion from amongst Research Assistant in YASHADA having an experience of at least 7 years as Research Assistant.
			Requirement for Deputation
			By deputation of a suitable officer in equivalent scale from Central / State Government.
			Remarks
			7

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Existing Recruitment Rules	Requirement for Promotion	Requirement for Deputation	Remarks
5	Research Assistant (5000-8000)	3 Ratio is not fixed		4 Qualification - Master degree in Economics, Statistics, Political Science, Public Administration, Social Science with at least Second Class. Experience - At least 3 years Research experience preferably in a training institute. Other Requirement - Requirement: Preference will be given to candidates who have presented research document in the related field. Knowledge of computers will be added advantage.	5 OR By promotion from amongst suitable Course Associates having at least five years experience as Course Associate. Further, there shall be a higher qualifying exam as would be prescribed by the Director General from time to time. Unless they have passed this exam, in maximum three attempts a Course Associate shall not be held eligible for promotion.	6	7
5	Research Assistant (5000-8000)	3 1) 50 % by promotion. 2) 50 % by direct Notes: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2: The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	4 Qualification - Master degree in Economics, Statistics, Political Science, Public Administration, Social Science or relevant field with at least Second Class. Experience - At least 3 years experience in a renowned institute / NGO preferably in a training institute. Knowledge of computer operation is essential. Other Requirement - Preference will be given to candidates who have presented / published research papers / documents in the related field in reputed journals or acknowledged research work. Age - Not more than 30 years.	Recruitment (Revised) Rules 2004	5 By promotion from amongst suitable Course Associates having at least three years experience as Course Associate. Further, there shall be a higher qualifying exam as would be prescribed by the Director General from time to time.	6	7 The requirement to pass qualifying exam will be waived in favour of those who cross the age of 35 years

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
6	Course Associates (4000-6000)	Ratio is not fixed		By promotion from existing suitable Course Assistants having at least three years experience as Course Assistant or as may be suitably decided by the Director. Further there shall be a Lower Qualifying Examination as would be prescribed by the Director General from time to time. Unless the Course Assistants have passed this exam in maximum three attempts a Course Assistant shall not be held eligible for promotion. Provided further that exemption from lower qualifying examination may be granted by the Director General to the experienced and deserving employees applying in writing for the same in exceptional cases.		

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
6	Course Associates (4000-6000)	100% by promotion	Not applicable	By promotion from existing suitable Course Assistants having at least three years experience as Course Assistant who have passed a Lower Qualifying Examination as would be prescribed by Director General from time to time. Knowledge of computer operation is essential.	Not applicable	The requirement to pass qualifying exam will be waived in favour of those who cross the age of 45 years.

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Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
7	Course Assistant (3050-4590)	Ratio is not fixed	<p>Qualification – Graduate in Economics/Statistic/Political Science/Public Administration/Social Science with minimum Second Class from a recognised University. Provided in case of YASHADA employes, graduation in any discipline. Provided further that for YASHADA employes the same may be relaxed by the Director General in case of experience and deserving candidates.</p> <p>Experience – At least two years experience in a recognised training institute. Provided in case of existing YASHADA employes experience of one year is necessary.</p> <p>Other requirement – Knowledge of Computer will be an added advantage. Age – Not more than 30 years. Provided in case of YASHADA employes this limit is not necessary.</p>			
1	2	3	4	5	6	7
7	Course Assistant (3050-4590)	1. 80% by direct recruitment 2. 20% by promotion amongst class IV suitable employes of YASHADA. Note 1: Director General at his discretion may fill up posts on deputation from the incumbent of equivalent pay scale & who fulfils the requirement for direct recruitment.	<p>Qualification – Graduate in Economics/Statistic/Political Science/Public Administration/Social Science with minimum Second Class from a recognised University. Provided in case of YASHADA employes, graduation in any discipline. Experience – At least two years experience in a recognised training institute.</p> <p>Other requirement – Knowledge of Computer is essential. Age – Not more than 30 years. Relaxable as per govt. orders from time to time in this regard.</p>	In case of a candidates from class IV the age limit mentioned in column 4 may be relaxed by 5 years.		

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Assistant Programmer (55000-80000)	Can be filled in by direct recruitment OR by promotion. Ratio is not fixed.	Graduate in any faculty and diploma in computer management recognised by the university of Pune. At least one year's relevant experience.	By promotion of a suitable computer operator with not less than 5 years experience in that grade in YASHADA.	Not applicable	

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Programmer - Research Officer (Computers) (65000-105000)	100 % by promotion	Not applicable	By promotion of a suitable Course Associate (Computer) with not less than 5 years experience in that grade in YASHADA.	Not applicable	Redesignated & upgraded as per decision of the BoG held on 22/1/2004. (Vide Supplementary Agenda Item No. 500 XXXVII : 19 (a) - (A) & Minute No 92)

Existing Recruitment Rules						
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Computer Operator (3050-4590)	3	Ratio is not fixed.	Not applicable	Not applicable	7
			Qualification – Graduate in any faculty with Diploma in Computer Management OR Bachelor of Computer Science (BCS) degree from recognised university. Experience – At least 1 years relevant experience. Other requirement – Candidates with experience in Teaching / Training Institute would be preferred.			

Recruitment (Revised) Rules 2004						
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Course Associate (Computer) (4000-6000)	3	100 % by direct recruitment.	Not applicable	Not applicable	7
			Qualification – Graduate in any faculty with Diploma in Computer Management from recognised University / Institute OR Bachelor of Computer Science (BCS) degree from recognised university. Experience – At least 3 years relevant experience. Other requirement – Candidates with experience in Teaching / Training Institute would be preferred.			Redesignated & upgraded as per decision of the BoG held on 22/1/2004. (Vide Supplementary Agenda Item No. BoG XXXII : 19 (6) – (A) & Minute No. 92)

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ADMINISTRATIVE SECTION

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
7	Registrar (8000-13500)	3		By promotion of the Programmes Officer with at least 7 years experience in that grade.		Approved

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
7	Registrar (10650-15850)	3	This post shall be filled by deputation from an officer not less than Selection Grade Deputy Collector OR equivalent officer from MDS Cadre of Govt.	Not applicable	Applicable as mentioned in Ratio of Recruitment.	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
Recruitment (Revised) Rules 2004						
6	Accounts Officer (5000-13500)	This post shall be filled by deputation from incumbent having equivalent pay scale with minimum 3 years experience in that scale from Accounts & Treasuries Dept. of Govt.	Not applicable	Not applicable	Applicable as mentioned in Ratio of Recruitment.	

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
5	Programmes Officer (6500-10500)	Not fixed	Not applicable	By promotion from amongst the Assistants with not less than 5 years experience in command over English.		
1	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion (Revised) Rules 2004	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
5	Assistant Registrar (6500-10500)	100% by promotion.	Not applicable	By promotion of a suitable and eligible candidate from amongst the Assistants with not less than 3 years experience in that grade.	Not applicable	Wide BOC resolution BOC: XXIV dated 22/5/98. The post of Programme Officer is abolished & incumbent working on this post is redesignated as 'Training Manager'. Since this action caused delinkage to the further promotion of a Assistant it is proposed that the post of Manager, Marketing, / Officer / Campus Manager (proposed to be created) is equivalent in pay to the post of Programme Officer) may be redesignated as 'Assistant Registrar' / Hostel Manager / Training Manager / Campus Manager (proposed to be created) respectively along with incumbent presently working on it. This will provide further promotional linkage/channel in Administrative wing.

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Head 2		3			
4	Head 2 Accountant (5500-9000)	Ratio is not fixed	4 Not applicable	5 By promotion of the Assistant who will be functioning as Deputy Accountant for a period of not less than 5 years in that grade.	6 Not applicable	7 Approved

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Head 2		3			
4	Head 2 Accountant / Assistant Accounts Officer (5500-9000)	100 % by promotion. Note: In case of non availability of eligible candidate for promotion, the vacant post may be filled by deputation from Maharashtra Finance & Accounts Services Class III employee.	4 Not applicable	5 By the promotion of the Assistant with 3 years experience.	6 Requirement for Deputation Applicable as mentioned in Ratio of Recruitment.	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
3	Assistant (5000-50001)	Ratio is not fixed.	Not applicable	By promotion from amongst Senior Clerks who have acquired 5 years experience in that grade. Further, their shall be a higher qualifying exam, as would be prescribed by the Director General, from time to time. Unless they have passed this exam, in a maximum of 3 attempts, the Senior Clerks/ concerned, shall not be eligible for further promotions.	Not applicable	Approved

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
3	Assistant (5000-50001)	100 % by promotion.	Not applicable	By promotion from amongst Senior Clerks who have acquired 3 years experience in that grade. Further, there shall be a higher qualifying exam, as would be prescribed by the Director General, from time to time.	Not applicable	Employees those who are - i) Employed in YASHADA before 1/1/95 & ii) Passed lower qualifying exam & iii) Working in the cadre of Senior Clerk for not less than 7 years will be exempted from higher qualifying exam.

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Senior Clerk (4000-6000)	Ratio is not fixed.	Not applicable	By promotion of a suitable Clerk-Cum-Typist with 3 years experience in YASHADA. Further, there shall be a lower qualifying exam, as would be prescribed by the Director General, from time to time. Unless they have passed this exam, in a maximum of 3 attempts, the Clerk-cum-Typists concerned, shall not be eligible for promotion.	Not applicable	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Senior Clerk (4000-6000)	100 % by Promotion	Not applicable	By promotion of a suitable Clerk-Cum-Typist with 3 years experience in YASHADA. Further, there shall be a lower qualifying exam, as would be prescribed by the Director General, from time to time.		The requirement to pass qualifying exam will be waived in favour of those who cross the age of 45 years.

Existing Recruitment Rules						
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Clerk-cum-Typist (Rs. 3030-4590)	Ratio is not fixed.	<p>4</p> <p>Qualification: - Graduate in any faculty with English as one subject. Preference will be given to Commerce graduates. (This shall not apply to incumbents on these posts already on the establishment of YASHADA.)</p> <p>Experience - 2 years experience in Accounts or Administrative work.</p> <p>Other Requirements - Candidates must have a typing speed of 40 w.p.m. (English) & 30 w.p.m. (Marathi). Those having knowledge of Computers will be preferred.</p>	Not applicable	Not applicable	
1	Clerk-cum-Typist / Computer Operator (Rs. 3030-4590)	<p>1. 80% by direct recruitment</p> <p>2. 20% by promotion from amongst class IV graduate employees of YASHADA.</p>	<p>4</p> <p>Qualification: - Graduate in any faculty. Experience - 2 years experience in Accounts or Administrative work.</p> <p>Other Requirements - Candidates must have a typing speed of 40 w.p.m. (English) & 30 w.p.m. (Marathi). Knowledge of Computer operation is essential.</p> <p>Age - Not more than 30 years. Relaxable as per Govt. orders from time to time in this regard.</p>	As mentioned in Column No. 3		

Recruitment (Revised) Rules 2004

Requirement for Promotion	Requirement for Deputation	Remarks
5	6	7

Support & Other Staff

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Stenographer (Higher Grade) (6500-10500)	Ratio is not fixed		By promotion of suitable Stenographer (Lower Grade) with 5 years experience in that grade in YASHADA, subject to having required speed of 120 w.p.m. in English & Marathi Shorthand		7

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Stenographer (Higher Grade) (6500-10500)	100 % by promotion	Not applicable	By promotion of suitable Stenographer (Lower Grade) with 3 years experience in that grade in YASHADA, subject to having acquired speed of 120 w.p.m. in English & Marathi Shorthand	Not applicable	7

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Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2					
3	Senior Librarian (8000-13500)	Ratio is not fixed	4	5 By promotion of the Librarian with not less than 7 years experience in that grade of Librarian in YASHADA. However, the Librarian must acquire the M. Lib. Degree in order to be eligible for promotion. OR By direct recruitment for which the eligibility criteria shall be as under: Educational Qualification – Graduate in any discipline with Master's Degree in Library Science. Experience – At least 7 years experience in a library of a University/College/Recognised Training Institute. Other Requirements - Must have working knowledge of computers.	6	7 To provide further promotional channel for Librarian, it is proposed that this post may be filled in by promotion only.

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2					
3	Senior Librarian (8000-13500)	100 % by promotion	4 Not applicable	5 By promotion of the Librarian with not less than 7 years experience in that grade of Librarian in YASHADA. However, the Librarian must acquire the M. Lib. Degree in order to be eligible for promotion.	6 Not applicable	7 To provide further promotional channel for Librarian, it is proposed that this post may be filled in by promotion only.

Existing Recruitment Rules

Sr. No.	Grade & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Librarian (6500-10500)	Ratio is not fixed.		By promotion of the Assistant Librarian with not less than 5 years experience in that grade.		

Recruitment (Revised) Rules 2004

Sr. No.	Grade & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Librarian (6500-10500)	100% by promotion	Not applicable	By promotion of the Assistant Librarian with not less than 3 years experience in that grade in YASHADA.	Not applicable	

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Assistant Librarian (5000-8000)	3	Qualification - Graduate in any discipline with Bachelor's degree in Library Science. Experience - At least 2 years experience in a library of a University / College / School / Recognised Training Institute. Other Requirement - Knowledge of computers will be an added advantage.	5	6	7
1	Assistant Librarian (5000-8000)	100% by Direct Recruitment	Recruitment (Revised) Rules 2004 Requirement for Direct Recruitment	Requirement for Promotion Not applicable	Requirement for Deputation Not applicable	7
1	Assistant Librarian (5000-8000)	100% by Direct Recruitment	Qualification - Graduate in any discipline with Bachelor's degree in Library Science. Experience - At least 5 years experience in a library of a recognised University / College / Training Institute. Other Requirement - Knowledge of operation of computers is an essential.	Requirement for Promotion Not applicable	Requirement for Deputation Not applicable	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Hostel Manager (6500-10500)	Ratio is not fixed	<p>Qualification - Degree in any faculty with Diploma in Catering, House keeping and / or Hotel Management</p> <p>Experience - At least 5 years relevant experience in a reputed organisation</p> <p>Other requirement - Candidates having experience in training institute will be preferred.</p>	5	6	7

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Hostel Manager (6500-10500)	100 % by direct recruitment	<p>Qualification - Degree in any faculty with Diploma in Catering, House keeping and / or Hotel Management from recognised Institute.</p> <p>Experience - At least 5 years relevant experience in a reputed organisation</p> <p>Other requirement - Candidates having experience in training institute will be preferred</p>	5	6	7

This post is taken in A R Cadre

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
3	Stenographer (Selection Grade) (7450-11500)	Ratio is not fixed		By promotion of a suitable Stenographer (Higher Grade) who has not less than 5 years continuous service in that grade in YASHADA.		7

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
3	Stenographer (Selection Grade) (7450-11500)	100 % by promotion	Not applicable	By promotion of a suitable Stenographer (Higher Grade) who has not less than 3 years continuous service in that grade in YASHADA.	Not applicable	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Stenographer (Lower Grade) (5500-9000)	Ratio is not fixed	<p>4</p> <p>Qualifications - Graduation (not applicable in case of YASHDA employee who is already employed prior to this rules) with shorthand speed of 100 w.p.m. & typing speed of 40 w.p.m. both in English & Marathi.</p> <p>Experience - 3 years in reputed organisation.</p> <p>Other Requirements - Must be fully conversant with Word Star & having working knowledge of Computers.</p>	5	6	7

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Stenographer (Lower Grade) (5500-9000)	100 % by direct recruitment	<p>4</p> <p>Qualifications - Graduation with shorthand speed of 100 w.p.m. & typing speed of 40 w.p.m. both in English & Marathi.</p> <p>Experience - 3 years in reputed organisation.</p> <p>Other Requirements - Must be fully conversant with MIS Office & having other knowledge of computer.</p>	5	6	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Assistant Publication Officer (5500-9000)	3	<p>Qualification - 1) Graduate in any discipline with post graduate qualification in Journalism & mass communication.</p> <p>2) Computer proficiency especially in DTP.</p> <p>Experience - 2 years experience in editing, formatting, lay-out of various publications.</p> <p>Age - Maximum 30 years.</p>	Not applicable	By deputation of a suitable candidate from state / central govt. in publicity dept. / dept. of industries.	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Assistant Publication Officer (5500-9000)	3	<p>Qualification - 1) Graduate in any discipline with post graduate qualification in Journalism & mass communication.</p> <p>2) Computer proficiency especially in DTP.</p> <p>Experience - At least 3 years experience in editing, formatting, lay-out of various publications both in Marathi & English.</p>	Not applicable	By deputation of a suitable candidate from state / central govt. in publicity dept. / dept. of industries.	

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Cameraman- Cum- Videographer (5500-9000)	3	4 Qualification – Graduate in any faculty with recognised Certificate course in Videography / Photography. Experience – At least 5 years relevant experience in trade. Other Requirements – Should be capable of Film Shooting, Covering Projects / incidents and editing.	5	5	7

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Audio Visual Officer (5500-9000)	3	4 Qualification – Graduate in any faculty with recognised Certificate course in Videography / Photography. Experience – At least 5 years relevant experience in trade. Other Requirements – Should be capable of Film Shooting, Covering Projects / Events and editing the films/documentaries as evidenced by proof of actual performance.	5 3 years experience as a Audio Visual Assistant.	6 Not applicable	7 Redesignation of post is proposed.

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Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Cinema Operator (4000-6000)	3	<p>4</p> <p>Qualification - S.S.C. with Certificate course in Cinema Operation / Projectionist Experience - 2 years experience in operation and maintenance of Audio Visual equipments Other Requirements - Candidates with experience in Photography / Video Shooting will be preferred.</p>	5	6	7

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Audio Visual Asstt (4000-6000)	3	<p>4</p> <p>Qualification - S.S.C. with Certificate course in Cinema Operation / Projectionist Experience - 2 years experience in operation and maintenance of Audio Visual equipments. Other Requirements - Candidates with experience in Photography / Video Shooting will be preferred.</p>	5 - Not applicable	6 - Not applicable	7 - Redesignation of post is proposed.

Existing Recruitment Rules						
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Telephone Operator (3040-4590)	Ratio is not fixed.	Qualification - Graduate with certificate course of Telephone Operator and Receptionist. Experience - 2 years experience in a reputed organisation. Other Requirements - Knowledge of operating EPABX/Fax machine & various telephonic systems is a must.	Not applicable	Not applicable	Approved
Recruitment (Revised) Rules 2004						
1	Telephone Operator (3050-4590)	100% by direct recruitment.	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
			Qualification - Graduate with certificate course of Telephone Operator and Receptionist. Experience - 2 years experience in a reputed organisation. Other Requirements - Knowledge of operating EPABX/Fax machine & various telephonic systems is a must.	Not applicable	Not applicable	

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Estate Manager (8000-13500)	3	Not applicable	Not applicable	6	By deputation from a officer in the cadre of Deputy Engineer of PWD, GoM.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Estate Manager (8000-13500)	3	Qualification – Diploma OR Bachelors degree in Civil Engineering from the recognised university. Experience – Not less than 5 years experience of execution of large construction works, projects & maintenance of civil work in reputed organisation.	Not applicable	6	By deputation of an officer in the cadre of Deputy Engineer of PWD, GoM.

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Junior Engineer (Electrical) (6500-10500)	3 Since inception post is filled in by deputation.	4 Not applicable	5 Not applicable	6 By deputation from an officer in the cadre of Assistant Engineer of PWD, GOM	7

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Junior Engineer (Electrical) (6500-10500)	3 This post can be filled in by direct recruitment OR by deputation as Director General.	4 Qualification – Diploma in Electrical Engineering from the recognised university. Experience – Not less than 3 years experience of electrical installation & maintenance in reputed organisation.	5 Not applicable	6 By deputation from officer in the cadre of Junior Engineer (Electrical) / Assistant Engineer of PWD, GOM.	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Plumber (3050-4590)	3	4 Qualification – S.S.C. with I.T.I. course in Plumbing; Experience – At least 2 years experience in trade; Other Requirements – Preference will be given to candidates with higher technical qualification.	5	6	7 Approved

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Plumber (3050-4590)	3 100% by direct recruitment	4 Qualification – S.S.C. with I.T.I. course in Plumbing; Experience – At least 2 years experience in trade in reputed organisation; Other Requirements – Preference will be given to candidates with higher technical qualification	5 Not applicable	6 Not applicable	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Wireman (3050-2590)	100% by direct recruitment	Qualification - 1) F.F.T Certificate Holder. 2) P.W.D. License Holder Experience - At least one year experience as Wireman in Reputed Company, Government/Semi Government Officers preferably where Hostel/Residential accommodation facility is available.	Not applicable	Not applicable	

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Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Wireman (3050-2590)	100% by direct recruitment	Qualification - 1) F.F.T Certificate Holder. 2) P.W.D. License Holder as a Wireman. Experience - At least three years experience as Wireman in Reputed Company, Government/Semi Government Officers preferably where Hostel/Residential accommodation facility is available.	Not applicable	Not applicable	

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Driver (3050-4590)	3	2) Must possess a valid license of Heavy Vehicle OR Motor Car, Passenger Vehicle OR Jeep under Motor Vehicle Act 1939. Must have passed at least VIII std. & languages. c) Must have a good physique & knowledge of geographical territories. d) Must have at least 5 years experiences in driving a Heavy Vehicle and / or Motor or Jeep. Must have good knowledge to attend to minor repairs.	5 By promotion of a suitable Driver-Cum-Cleaner with 5 years experience in that grade in YASHADA.	6	7
2	Driver (3050-4590)	3	2) Must possess a valid license of Heavy Vehicle OR Motor Car, Passenger Vehicle OR Jeep under Motor Vehicle Act 1939. Must have passed at least VIII std. & languages. c) Must have a good physique & knowledge of geographical territories. d) Must have at least 5 years experiences in driving a Heavy Vehicle and / or Motor or Jeep. Must have good knowledge to attend to minor repairs.	5 By promotion of a suitable Driver-Cum-Cleaner with 5 years experience in that grade in YASHADA.	6	7

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks	
1	Driver (3050-4590)	3	100% by direct recruitment Note : Director General, if required in exigencies of services, may fill up the post on deputation or on contract.	4 a) Must possess a valid license of Transport Vehicle (heavy) under Motor Vehicle Act 1988. b) Must have passed at least VIII std. & must be knowing Marathi & Hindi languages. c) Must have a good physique & knowledge of geographical territories. d) Must have at least 5 years experiences in driving a Transport Vehicle (heavy). Must have good knowledge to attend to minor repairs. e) Person having Public Service Vehicle Authorisation (PSVA) badge will be preferred.	5	6 Not applicable	7

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Driver-Cum-Cleaner (2350-3200)	Ratio is not fixed	<p>Qualification - Must have passed at least VIII standard (However, these qualifications shall not apply to those already in the employ of YASHADA and such employees shall not be held ineligible for promotion on this account.) and must have basic knowledge of Marathi. Must possess valid licence for driving Light Motor Vehicle and Auto rickshaw.</p> <p>Experience - Must have at least 3 years experience in driving light motor vehicles and auto rickshaw.</p> <p>Other Requirements -</p> <p>Must have good physical health and clean habits. Must have knowledge of traffic rules and regulations. Must have some knowledge of geographical territories in Maharashtra. Must have a fair amount of technical knowledge about vehicle maintenance.</p>			
2	Driver-Cum-Cleaner (2350-3200)	100% by direct recruitment.	<p>Qualification - Must have passed at least VIII standard (However, these qualifications shall not apply to those already in the employ of YASHADA and such employees shall not be held ineligible for promotion on this account.) and must have basic knowledge of Marathi. Must possess valid licence for driving Light Motor Vehicle and Auto rickshaw.</p> <p>Experience - Must have at least 3 years experience in driving light motor vehicles and auto rickshaw.</p> <p>Other Requirements -</p> <p>Must have good physical health and clean habits. Must have knowledge of traffic rules and regulations. Must have some knowledge of geographical territories in Maharashtra. Must have a fair amount of technical knowledge about vehicle maintenance.</p>			
			Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
			Recruitment (Revised) Rules 2004			
						<p>It is proposed to upgrade this post to the post of Driver (Pay Scale 3050-4500) along with the incumbent presently working on it after he is found eligible. If he is not incumbent will continue in the same post till retirement and the upgradation will be effected thereafter.</p>

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Naik (2610-4000)	Ratio is not fixed		By promotion of the Senior most General Attendant who has passed VII std. and who has not less than 5 years experience in that grade.		

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Naik (2610-4000)	100 % by promotion	Not applicable	By promotion of the Senior most General Attendant who has not less than 5 years experience in that grade.	Not applicable	

Recruitment (Revised) Rules 2004

Existing Recruitment Rules

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Koneo Operator (2610-4000)	Ratio is not fixed		By promotion of the Senior most General Attendant.		

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Operator (Fast Copier Machine) (2610-4000)	100 % by promotion	Not applicable	1) By promotion of the Senior most General Attendant who has not less than 5 years experience in that grade. 2) Xerox machine operating experience is essential.	Not applicable	Since Cyclostyle machines are no more in existence, it is proposed to redesignate these posts.

Existing Recruitment Rules						
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	General Attendant (2550-3200)	Ratio is not fixed	Qualification - Must have passed VIII Std. and must be able to converse in Marathi. Experience - Not essential but would be preferred. Other Requirements - Knowledge of Ronco/Xerox operating would be an added advantage.			
						7

Recruitment (Revised) Rules 2004						
Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	General Attendant (2550-3200)	100 % by direct recruitment	Qualification - Must have passed VIII Std. and must be able to converse in Marathi. Experience - At least 1 year experience in office / small organisation. Other Requirements - Knowledge of Xerox operating & fast copier machine would be an added advantage.	Not applicable	Not applicable	
						7

Dr. K. S. Nair informed the members that Board of Governors has approved the following faculty positions in R & D Centre to be filled on Project basis through contract or deputation.

Approved Position	Present Status
Professor (1)	Filled on contract
Associate Professors (3)	Vacant
Assistant Professors (2)	YASHADA faculty is posted
Research Officers (1)	Filled on contract

Since all the above positions are project based, there is now a need to create a few permanent positions of senior faculty in R & D Center who would administer, manage and direct the activities of the Center through various project based teams.

The core faculty positions would require candidates with managerial and entrepreneurial capacities in addition to academic skills to ensure further institution building of the Centre. The candidates would ideally be practicing professionals with a proven track record of working on governance and public policy issues.

It was proposed to consider and approve the following permanent positions in R & D Centre.

Director (Research)

Additional Director (Research)

Coordinator (Project Monitoring Unit)

The candidates in these positions would work across projects, and would also look after the administration and management of the Centre as a whole. They would provide an overall leadership and direction to various project based teams.

The Coordinator, Project Monitoring Unit (PMU), would particularly ensure compliance to the ISO objectives and procedures set for PMU. The candidate would preferably have familiarity with ISO Systems.

The Recruitment Rules for the Post of (a) Director (Research), (b) Additional Director (Research)

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Position & Pay-Scale	Requirements for Direct Recruitment	Deputation	Requirements for Direct Recruitment	Deputation	Requirements for Direct Recruitment	Deputation
Director (Research) (16400-22400)	Master's Degree in Social / Developmental / Management Sciences preferably with a Ph.D./ equivalent publications, and at least 15-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates with experience of holding similar positions, and with demonstrated capacities of institution building will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET and/or Ph.D./equivalent research work, and at least 7-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates with a demonstrated experience of handling varied research themes, and leading large research teams, will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET, and up to 3-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates possessing familiarity with ISO Systems and an experience of actually implementing such systems in reputed organizations will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.
Additional Director (Research) (12000-18300)	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET and/or Ph.D./equivalent research work, and at least 7-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates with a demonstrated experience of handling varied research themes, and leading large research teams, will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET, and up to 3-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates possessing familiarity with ISO Systems and an experience of actually implementing such systems in reputed organizations will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET, and up to 3-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates possessing familiarity with ISO Systems and an experience of actually implementing such systems in reputed organizations will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.
Coordinator (Project Monitoring Unit) (8000-13500)	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET, and up to 3-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates possessing familiarity with ISO Systems and an experience of actually implementing such systems in reputed organizations will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET, and up to 3-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates possessing familiarity with ISO Systems and an experience of actually implementing such systems in reputed organizations will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.	Master's Degree in Social / Developmental / Management Sciences preferably with NET/SET, and up to 3-year proven track record of handling applied, policy-oriented research projects in governance, public policy & related areas under professional mandate and through reputed institutions. The candidates possessing familiarity with ISO Systems and an experience of actually implementing such systems in reputed organizations will be preferred.	Deputation of suitable candidates from government organizations or academic / management institutions may be considered in case the candidate fulfills the requirements for direct recruitment. However, mere equivalence of pay-scale will not be adequate for such deputation.



Minute No. 36BoG: 84

The payment towards the travel of Smt. Meeta Rajeevlochan, IAS for the study visit to Germany was noted and approved.

Agenda Item No. BoG:XXXVIth (36th):16 (2)
Reorganisation and/or creation of new posts within YASHADA -
(a) Research Officer (Publications).

The members were informed that the 33rd BoG held on 27 August 2004 had approved the Revised Recruitment Rules for the Academy and the same has been issued vide YASHADA POLICY CIRCULAR No. PPI-2004/XXXIIIrd BoG/A-12/PC dated September 8, 2004.

The Director General, YASHADA is already empowered to appoint personnel against positions as and when required on contract basis or on the basis of the existing recruitment rules. The revised recruitment rules have clearly outlined the "Manner of Recruitment" against - Age; Reservation; Seniority List; and Selection Criteria for direct recruitment; deputation; and promotion. The rules have also established the tenure of probation, and provided for the constitution of the Selection Committee

The post of Research Officer (Publications) had been established by the meeting of the Board of Governors held on 3 May 1997 by conversion of other existing posts. There was no net increase in the number of sanctioned posts in YASHADA at that time, due to the proposal

The Research Officer (Publications) would be responsible for producing various publications of YASHADA other than the journal Ashwath. The Research Officer (Publications) would also perform other tasks in the overall functioning of the Publications Division as per duties assigned from time to time.

The approved YASHADA Recruitment Rules as issued on September 8, 2004 had not included specific Recruitment Rules for the post of Research Officer (Publications) though the position was previously approved and sanctioned.

Minute No. 36BoG: 85

The Recruitment Rules for the post of Research Officer (Publications) as previously approved and sanctioned were approved as follows (in the subsequent page):





Recruitment (Revised) Rules, 2004 - As approved in the 34th BoG held on 16 May 2005

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
	Research Officer (Publications) (6500-10500)	100% by promotion. Note 1: The Director General may engage persons with exceptional qualifications or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	Not applicable.	Qualifications: Masters degree or relevant field experience with at least High Second Class. Experience: At least 5 years experience in Publications field. Promotion: By promotion or selection from RAS /Assistant Publications Officer working at YASHADA.	Not applicable.	

Agenda Item No. BOG:XXXVith (36th):16 (2)

(b) Establishment of Recruitment Rules for new posts within YASHADA - Board of Governors held on 16 May 2005.

The members were informed that the 33rd BOG held on 27 August 2004 had approved the Revised Recruitment Rules for the Academy and the same has been issued vide YASHADA POLICY CIRCULAR No. PPI-2004/XXXIIIrd BOG/A-12/PC dated September 8, 2004.

The 34th BOG held on 16 May 2006 had approved the functional requirements of twelve new positions indicating personnel and singular management responsibilities in the Academy vis-à-vis the growth of training programmes and infrastructure as listed below:

1. Director, Management Development Centre
2. Training Monitoring Cell (TMC) Coordinator
3. Management Representative
4. Hostel Warden
5. Public Relations Officer
6. C-MIS Coordinator
7. Hostel Manager, Management Development Centre
8. Campus Manager
9. Meeting Secretary
10. Planning Manager
11. Master Plan Manager
12. Assistant, Estate Department

Recruitment Rules for the posts at numbers 2, 5 and 7 to 12, being functional requirements being carried out by personnel within YASHADA with dual or more responsibilities were presented for perusal and approval by the 36th BOG. The members of the 36th BOG were informed that these positions were already functional with persons from within YASHADA over more than the past one year.

Minute No. 36BOG: 86

The Recruitment Rules for the following posts were approved by the members of the 36th BOG as proposed in the subsequent pages:

- Training Monitoring Cell (TMC) Coordinator
- Public Relations Officer
- Hostel Manager, Management Development Centre
- Campus Manager
- Meeting Secretary
- Planning Manager
- Master Plan Manager
- Assistant, Estate Department



YASHADA - XXXVIII (36th) MEETING OF BOARD OF GOVERNORS



Recruitment (Revised) Rules, 2004 – As approved in the 34th BoG held on 16 May 2005 (Proposed for inclusion during 36th BOG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2.	Training Monitoring Cell (TMC) Coordinator (8,000-13,500)	By Internal Selection or Direct Recruitment Note 1: If suitable candidate is not available, the post may be downgraded. Note 2: Post can also be offered on contractual basis for 5 year periods as may be suitably determined by DG, YASHADA.	As for Assistant Professors.	Not applicable.	By deputation of a suitable officer in the equivalent pay scale from the Central/State Government /Public Sector Undertakings.	

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Recruitment (Revised) Rules, 2004 - As approved in the 34th BoG held on 16 May 2005 (Proposed for inclusion during 36th BoG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
5.	Public Relations Officer (8,000-13,500)	By Internal Selection or Direct Recruitment Note 1: If suitable candidate is not available, the post may be downgraded. Note 2: Post-can also be offered on contractual basis for 5 year periods as may be suitably determined by DG, YASHADA.	Qualifications: Bachelors in Journalism with at least higher second class, and preferably with Diploma in Public Relations /Management /Event Management from recognised institutions. Experience: At least 3 years in reputed organizations in similar capacity. Age: 35 years. Age limit may be relaxed by DG, YASHADA in case of deserving candidates.	Not applicable.	Not applicable.	

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Recruitment (Revised) Rules, 2004 – As approved in the 34th BoG held on 16 May 2005 (Proposed for inclusion during 36th BOG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1						
2	Hostel Manager, Management Development Centre (Resident) (7,450-1,500)	By Internal Selection or Direct Recruitment. Note 1: If suitable candidate is not available, the post may be downgraded.	As for Hostel Manager, YASHADA along with Post Graduate Diplomas relevant to Catering and Hospitality Management from recognised institutions.	Not applicable.	Not applicable.	
7.						7

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Recruitment (Revised) Rules, 2004 – As approved in the 34th BOG held on 16 May 2005 (Proposed for inclusion during 36th BOG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
8.	Campus Manager (Resident) (7,450-11,500)	100% by internal selection from permanent employees. Note 1: If suitable candidate is not available, the post may be downgraded.	Not applicable.	By promotion of a suitable and eligible candidate from amongst various cadre(s) at least at Basic Scale of 4,000-6,000 or more within YASHADA depending upon suitability of addressing the skills required for the position.	Not applicable.	Preferably, employees those who are – i) Employed in YASHADA before 1/1/93 and ii) Working in various cadre(s) at YASHADA for not less than 7 years and with current Basic Scale at least of 4,000-6,000 or more within YASHADA iii) Having proven skills and knowledge about facilities management and training programmes

YASHADA - XXXVIth (36th) MEETING OF BOARD OF GOVERNORS



Recruitment (Revised) Rules, 2004 – As approved in the 34th BOG held on 16 May 2005 (Proposed for inclusion during 36th BOG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
9.	Meeting Secretary (7450-11500)	100% by selection of a suitable Stenographer candidate from within permanent employees at YASHADA.	Not applicable.	i) By selection of a suitable Stenographer from within YASHADA. ii) Preferably a Certified Lead Auditor for ISO 9001:2000 iii) Experience of coordinating meetings and recording minutes of BoG, EC and Local Committee Meetings among other Committees, for more than two years. iv) Experience of Surveillance Audit for ISO 9001:2000, and Internal Audit	Not applicable.	Necessarily, employees those who are graduates with – i) Proven expertise in documentation in English and Marathi of statutory BoG & EC meetings through Word Processing by use of computers. ii) in permanent nature of employment at YASHADA for more than 7 years. iii) Subject to also having acquired speed of 120 w.p.m. in English and Marathi shorthand.

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YASHADA - XXXVith (36th) MEETING OF BOARD OF GOVERNORS



Recruitment (Revised) Rules, 2004 – As approved in the 34th BoG held on 16 May 2005 (Proposed for inclusion during 36th BoG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
10.	Planning Manager (TMG) (7,450-11,500)	100% by selection from employees at YASHADA. Note 1: If suitable candidate is not available, the post may be downgraded.	Not applicable.	i) By promotion of a suitable and eligible candidate from amongst various cadre(s) within YASHADA depending upon suitability of addressing the skills required for the position. ii) Preferably a Certified Lead Auditor for ISO 9001:2000 iii) Experience of Surveillance Audit for ISO 9001:2000 and Internal Audit iv) Preferably with experience of coordinating and monitoring training programmes and related activities, for more than two years.	Not applicable.	Necessarily, employees those who are – i) Employed in YASHADA before 1/1/93 and ii) Working in various cadre(s) at YASHADA for not less than 7 years including within Research / Training cadres. iii) Experience in conducting training programmes and workshops for more than 3 years.

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YASHADA - XXXVIIth (36th) MEETING OF BOARD OF GOVERNORS

Recruitment (Revised) Rules, 2004 – As approved in the 34th BoG held on 16 May 2005 (Proposed for inclusion during 36th BOG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
11.	Master Plan Manager (8,000-13,500)	By direct recruitment or by deputation. Note 1: If suitable candidate is not available, the post may be downgraded. Note 2: Post can also be offered on contractual basis for 5 year period or as may be suitably determined by DG, YASHADA.	Civil Engineer. Experience in construction activities, coordination with architectural works, Planning and design upto execution of works.	Not applicable.	Engineer on equivalent pay scale with more than 5 years of supervision and /or coordination of civil construction works for government projects.	---

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YASHADA - XXXVIIth (36th) MEETING OF BOARD OF GOVERNORS



Recruitment (Revised) Rules, 2004 – As approved in the 34th BoG held on 16 May 2005 (Proposed for inclusion during 36th BOG)

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
12.	Assistant, Estate Department (5000-8000)	100% by promotion.	Not applicable.	By promotion from amongst Senior Clerks who have acquired 3 years experience in that grade. Further, there shall be a higher qualifying exam, as would be prescribed by the Director General, from time to time.	Not applicable.	Employees those who are – i) Employed in YASHADA before 1/1/93 & ii) Passed lower qualifying exam iii) Working in the cadre of Senior Clerk for not less than 7 years will be exempted from higher qualifying exam.

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(C) Re-organisation in Academic/Administration Wing.

The following re-organization of posts at YASHADA is proposed to strengthen the academy in its growth towards coordinating the increased numbers of programmes and activities and conduct of long duration degree and post graduate diploma programmes:

(a) One post of Professor may be re-designated as Dean (Faculty Wing).

(b) One post of Associate Professor (Pay Scale Rs. 12,000-18,300) may be converted as 'Registrar' in the same pay scale.

(c) Existing post of Registrar (Pay Scale Rs. 10,650-15,800) may be downgraded and re-designated as 'Deputy Registrar' in the pay scale of Rs. 8,000-13,500. This post may be filled in by promotion amongst the cadre of Assistant Registrar.

Director General, YASHADA may be empowered to establish the Recruitment/Promotion Rules for action to be taken as indicated above.

The 37th BoG is requested to approve the proposal as above.



(B) Rules for appointment on "Compassionate Grounds"

During discussion, it was recognized that YASHADA being an autonomous institution, the rules for appointment on "Compassionate Grounds" could be established independent of similar existing rules in the central or state governments.

Rules (as per enclosure) for appointment on "Compassionate Grounds" on account of -

- (a) Death of an employee of YASHADA while in service,
- (b) Retirement if found medically unfit due to serious illness/ ailment or due to accident,
- (c) Missing for unknown reasons, as recognizable by law, and family of the employee is affected, by such distress and misfortune,

- as proposed in the enclosure was noted and approved. Without any relaxation of academic qualifications, approval of the Board of Governors of YASHADA may be sought if rules are to be relaxed in exceptional circumstances.

Appropriate amendment in the proposed rules may be done. DG, YASHADA is empowered to finalise the rules in this regard.

Resolution No. 37BoG: 5

(C) Re-organisation in Academic/Administration Wing

DG informed that with reference to the growth of the Academy and affiliation with the universities, it was essential to reorganize the Academic and Administration Wings in the Academy. Subsequent to discussion, the following changes were proposed -

- (a) One post of Dean (Academic) is to be created.
- (b) Post of Registrar (Current Pay Scale Rs. 10,650-15,680) to be upgraded to Pay Scale of Rs. 12,000-18,300.
- (c) New post of Deputy Registrar in the pay scale of Rs. 8,000-13,500 is to be created.

Resolution No. 37BoG: 6

- (a) One post of Dean (Academic) be created.
 - (b) Upgradation of existing post of 'Registrar' in the pay scale of Rs. 12,000-18,300 (upgraded) from the current pay scale of Rs. 10,650-15,680 (existing).
 - (c) New post of 'Deputy Registrar' in the pay scale of Rs. 8,000-13,500 to be created.
- DG, YASHADA is empowered to establish Recruitment Rules for the above.



Recruitment Rules for the Post of Deputy Registrar

Sr. No.	Cadre & Scale	Ratio/Mode of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2 Deputy Registrar (8000-13500)	3 100% by promotion	4 Not applicable	5 By promotion of suitable & eligible candidate who has worked in the pay scale of Rs 6500-10500.	6 Not applicable	7

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Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for YASHADA Faculty	Requirement for Deputation	Remarks
1	37BoG: 6(a) Dean (Academic) (16400-22400)	2 3 Ratio is not applicable.	4 All requirements for the post of Professor as per the Revised (Recruitment) Rules 2004 of YASHADA (approved by the 33 rd BoG) would be recognized as Essential Qualifications. Additional Experience: Similar position in the recognized Universities for a minimum of one year or a Professor in regular tenure.	5 By selection from amongst Professors in regular tenure in the Academy. Other requirement: Having proven experience in academic administration and /or coordination of faculty, academic programmes and training information systems.	6 By deputation of a Professor from recognized University / Training Institute having qualifications and experience as prescribed for direct recruitment. OR By deputation of a suitable officer from Indian Administrative Services, with proven experience in academic administration in recognized Universities / Training / Academic Institutions.	7
		<p>Note 1: Position may be filled by appointment upon decision by Director General, YASHADA, through (a) direct recruitment, or (b) selection from eligible members on the regular tenure faculty of YASHADA, or (c) deputation.</p> <p>Note 2: The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of upto three years.</p> <p>Note 3: Appointment may also be made from suitable candidates serving in a similar position in recognized Universities. The officer will be allowed to retain /ien on original University post, if so requested and approved by the University.</p> <p>Note 4: Candidate should ordinarily be less than 50 years of age. The age limit may be relaxed by the Director General, YASHADA in exceptional cases.</p>				



Agenda Item No. BOG:XXXVIIth (38th): 16

Establishment of Recruitment Rules for new posts approved by the meeting of the 34th Board of Governors held on 16 May 2005.

The 33rd BOG held on 27 August 2004 had approved the Revised Recruitment Rules for the Academy and the same has been issued vide YASHADA POLICY CIRCULAR No. PPI-2004 /XXXIIIrd BOG /A-12/PC dated September 8, 2004.

The 34th BOG held on 16 May 2005 had approved the functional requirements of twelve new positions indicating personnel and singular management responsibilities in the Academy vis-a-vis the growth of training programmes and infrastructure as listed below:

1. Director, Management Development Centre (MDC)
2. Training Monitoring Cell (TMC) Coordinator
3. Management Representative
4. Hostel Warden
5. Public Relations Officer
6. C-MIS Coordinator
7. Hostel Manager, Management Development Centre
8. Campus Manager
9. Meeting Secretary
10. Planning Manager
11. Master Plan Manager
12. Assistant, Estate Department

Recruitment Rules for the posts at numbers 2, 5 and 7 to 12, being functional requirements being carried out by personnel within YASHADA with dual or more responsibilities were approved by the 36th BOG.

Recruitment Rules for the posts at numbers 1, 3 and 4, being functional requirements being carried out by personnel within YASHADA are being presented for perusal and approval by the 38th BOG.

The Recruitment Rules for the post of -

- Director, Management Development Center (MDC)
- Management Representative
- Hostel Warden

are being placed for approval of the 38th meeting of the Board of Governors.

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- Director, Management Development Center (MDC)
- Management Representative
- Hostel Warden

Resolution No. 38BoG: 21

The proposed Recruitment Rules for the posts (a) Director, MDC, (b) Management Representative, and (c) Hostel Warden as presented at Pages 86-87 of the revised Agenda Notes were approved with the amendment as follows -

Recruitment Rule for Hostel Warden - Requirement for Promotion

To be amended as - "By promotion of a Officer having regular service as Hostel Manager for not less than 5 years in YASHADA".

Agenda Item No. BoG:XXXVIIIb (38th): 17
ਪ੍ਰਮਾਣਿਤ ਕਰਕੇ ਮਿਸਟਰ ਆਯੂਜ਼ ਡਾਇਰੈਕਟਰ

The justification for relaxation to rules regarding appointment of Mrs. Swati Dhadphale on compassionate grounds was discussed by the 38th BoG.

Resolution No. 38BoG: 22

Considering the need to effectively provide support on compassionate grounds, and further, due to the supportive nature of the position proposed for appointment, the proposal, as presented on Pages 88-89 of the revised Agenda Notes was approved.

Agenda Item No. BoG:XXXVIIIb (38th): 18
Establishment of Double Entry Accounting System at YASHADA

Revised to - Establishment of accrual based accounting system at YASHADA.

Resolution No. 38BoG: 23

The proposal to implement accrual based accounting systems at YASHADA was approved.

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Annexure "A"
Recruitment Rules for Director, Management Development Center

Sl No	Cadre and Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Requirement for Direct / Contract Recruitment	Remarks
1	Director, Management Development Center 16400-450-22400	On contract as may be suitably decided by Director General, YASHADA	Not applicable	Not applicable	Not applicable	Requirement for Direct / Contract Recruitment	<p>Qualification & Experience MBA from a nationally reputed Institution/ University with at least 5 years experience of having independently managed set up of at least 100 A/C rooms, conference /class rooms, banquet hall etc with modern amenities.</p> <p>OR</p> <p>person having degree in first class in Hotel management from reputed Institution/ University with experience of 10 years in successful handling of hospitality facility, in its all aspects</p> <p>OR</p> <p>Retired Army officer of Colonel rank with experience in hospitality facility management in all aspects.</p> <p>Age:- 50 years. (Relaxable in case of deserving candidates)</p>

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(Ting B. S.)
DIRECTOR

यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी
राजभवन आवार, बाणेर रोड, पुणे - ४११ ००६

Annexure "B"

Recruitment Rule of the post of Management Representative

Sr No	Cadre and Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Management Representative (12000-16500)	100 % By Internal Selection. Note:- if suitable candidate is not available, the post may be downgraded.	Not applicable	Not applicable	Not applicable	By internal selection of a suitable and eligible candidate from amongst various cadre(s) within YAHSADA with following qualifications. 1. certified lead auditor for ISO 9001:2000 2. Experience of Surveillance Audit for ISO 9001:2000 and Internal Audit

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(निर्देशक)
यशदा, पुणे

महाराष्ट्र

क १११-१/४५०९/संवापदेश निपुण

दिनांक :- २२.०८.२००९

विषय :- संवापक, अवरशासन विकास केंद्र, महाराष्ट्र शिक्षण विभाग व वसतिगृह आणि अतिथिगृह या

पदांच्या संवापदेश निपुणत्वाबाबत

संदर्भ :- इकडेील समकामांकाचे दिनांक ०३.०८.२००९ चे परिपत्रक

श्री ए. ए. ए.

उपरोक्त विषयावरील संदर्भांकित परिपत्रकांत १) Director MDC २) Management Representative ३) Hostel Warden या पदांचे संवापदेशनिपुण माहितीसाठी निर्दिष्ट करणारा आले होते.

०२ वरील संदर्भांकित परिपत्रकातील Annexure "B" मधील "Remarks" या रकान्यातील मातृकर खातीला समाविष्ट रावावा.

पूर्वीचा मातृकर (परिपत्रक दिनांक ०३.०८.२००९)	By internal selection of a suitable and eligible candidate from amongst various cadre(s) within YASHADA with following qualifications: 1. Certified lead auditor for ISO 9001:2000 2. Experience of Surveillance Audit for ISO 9001:2000 and Internal Audit.
सुधारित मातृकर	By internal selection of a suitable and eligible candidate from amongst various cadre(s) YASHADA, depending upon suitability of addressing the skills required for the position such as 1. Certified lead auditor for ISO 9001:2000 2. Experience of Surveillance Audit for ISO 9001:2000 and Internal Audit.

(संवापक)
पुणे, पुणे

पति

सर्व अधिकारी/कर्मचारी, पुणे

पु

संवाप, पुणे वगैरे (विशेषतः)

यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी
राजभवन आगरा, बाणेर रोड, पुणे - ४११ ००७.

Annexure "C"

Rules for Hostel Warden

Sr. No.	Cadre and Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1.	Hostel Warden 8000-275-13500	100% by Promotion	Not applicable	By promotion of a Officer having regular service as Hostel Manager for not less than 5 years in YASHADA.	Not applicable	

(निर्वाक)
यशदा, पुणे



Agenda Item No. B0G:XXXXVIIIIth (38th): 15
Reorganization of positions in the staffing pattern of the Academy

With expansion of facilities, increasing number of participants as along training programmes and projects undertaken, the Academy has had to reorganize, reallocate and provide additional responsibilities to officers, staff and employees. The details are as follows:

S. No.	Earlier Positions	Current Status
1.	Research Officer (2 posts)	Junior Engineer (Civil) Same pay-scale Regular Recruitment
2.	Stenographer (L.G.) (1 post)	Office Superintendent By Promotion
3.	Telephone Operator	Senior Clerk By promotion with additional qualifications

The reorganization of positions in the staffing pattern of Academy is placed on record and for approval of the 38th B0G.

- 11 -

Agenda Item No. BOG:XXXVIIITH (38):16

Reorganization of positions in the staffing pattern of the Academy

The 38th BOG was informed that with expansion of facilities, increasing number of participants as along training programmes and projects undertaken, the Academy has had to reorganize, reallocate and provide additional responsibilities to officers, staff and employees from time to time. It was therefore felt, during discussion, appropriate to request and seek delegation of powers to the Director General as follows:

- (a) Reorganization and reallocation of all levels of posts of the Academy dependant upon concurrent and temporal requirements for training programmes, activity management and implementation of projects.
- (b) Contractual appointment for 11 months to 3 years of faculty, adjunct or associate faculty and non-faculty staff on receipt of or pending receipt of financial support for conduct of training programmes and related activities.

Pending approval of the request, the 38th BOG was also requested to ratify and approve the reorganization of positions in the staffing pattern of the Academy as presented on Page 84 of the revised Agenda Notes.

Resolution No. 38BOG: 20

The request to seek delegation of powers to the Director General from the Board of Governors by amendment to the Recruitment Rules was approved. The Director General, YASHADA is henceforth delegated the powers to -

- Reorganise and reallocate all levels of posts of the Academy dependant upon concurrent and temporal requirements for training programmes, activity management and implementation of projects.
- Approve and appoint contractual positions for 11 months to 3 years of faculty, adjunct or associate faculty and non-faculty staff on non-project academic positions upon receipt of or pending receipt of financial support for conduct of training programmes and related activities.

The request to ratify the reorganization of positions in the staffing pattern of the Academy as presented on Page 84 of the revised Agenda Notes was approved.

Agenda Item No. BOG:XXXVIIITH (38):16

Establishment of Recruitment Rules for new posts approved by the meeting of the 34th Board of Governors held on 16 May 2005.

Recruitment Rules for the posts at numbers 1, 3 and 4 (as follows), as per the list presented on Page 85 of the revised Agenda Notes, being functional requirements currently carried out by personnel within YASHADA were presented for perusal and approval by the 38th BOG.

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• Director, Management Development Center (MDC)

• Management Representative

• Hostel Warden

Resolution No. 38B0G: 21

The proposed Recruitment Rules for the posts (a) Director, MDC, (b) Management Representative, and (c) Hostel Warden as presented at Pages 86-87 of the revised Agenda Notes were approved with the amendment as follows -

Recruitment Rule for Hostel Warden - Requirement for Promotion
To be amended as - "By promotion of a Officer having regular service as Hostel Manager for not less than 5 years in YASHADA".

Agenda Item No. B0G:XXXVIIIIh (38th): 17

तारीख वाचक वीथी अर्थात नियत आवृत्तिसूची

The justification for relaxation to rules regarding appointment of Mrs. Swati Dhadphale on compassionate grounds was discussed by the 38th B0G.

Resolution No. 38B0G: 22

Considering the need to effectively provide support on compassionate grounds, and further, due to the supportive nature of the position proposed for appointment, the proposal, as presented on Pages 88-89 of the revised Agenda Notes was approved.

Agenda Item No. B0G:XXXVIIIIh (38th): 18

Establishment of Double Entry Accounting System at YASHADA

Revised to - Establishment of accrual based accounting system at YASHADA.

Resolution No. 38B0G: 23

The proposal to implement accrual based accounting systems at YASHADA was approved.

B0G XXXVIIIIh (38th) Minutes - Page 20

PPI Cell

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Recruitment Rule for Junior Engineer (Civil)

Sr.No	Cadre & Scale	Ratio of Recruitment	Requirement for Director Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	Junior Engineer (Civil) (6500-10500)	100% by Direct	Qualification: - Degree in Civil Engineering from recognised university with 1 st Class Experience: - Not less than 3 years experience of construction work with reputed organisation. Age: - 30 years for open category & 35 years for backward class.	Not Applicable	Not Applicable	

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निवेदन नस्ती

प्रति

महानिदेशक
प्रशासक, पुणे

Name of the Post	Pay scale and Pay band	Ratio of Recruitment	Requirement for deputation	Remarks
HOD Estate, Executive Engineer and Associate Professor	15600-39100 Grade Pay 7600	100% by Deputation	Executive Engineer of Public Works Department, Govt of Maharashtra having at least five years experience as Executive Engineer.	

नियामक महळ्या निनाक १९.१०.२०१२ रीती शरित्या शुक्रीमधील Resolution No ४२ BOG : २ नुसार शरित्या प्रशासक पदाचे यमकक्ष, निमागप्रमुख शरित्या तथा कायकारी अभियंता (HOD Estate and Executive Engineer) हे एक पद निर्माण करण्यात आले आहे. शरित्या पदाचे शरित्या नियम खालीलप्रमाणे मंजूर करण्यात येत आहेत.

आदेश

विषय : निमागप्रमुख शरित्या कायकारी अभियंता हे पद निर्माण करण्याबाबत
संदर्भ : निनाक १९.१०.२०१२ रीती शरित्या निमागक महळ्या ४२ या शुक्रीमधील शरित्या निर्णय

क प्रशा-१/३०१२/नि म ४२/०९
दिनांक :- ०३.११.२०१२

महाराष्ट्र

४२ या निमागक महळ्या निनाक

ISO 9001 - 2008



Yashwantrao Chavan Academy of Development Administration

(A Government of Maharashtra Organisation)

यशवंतराव चवणा विकास प्रशासक प्रशिक्षण

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
Rajbhavan Complex, Baner Road Pune- 411 007

POLICY CIRCULAR

Office Circular No.	No. Adm-1/3521/Promotion Committee-2020-21-1
Dated	18 th November 2021
Empowered Authority	Director General, YASHADA
Subject	Formation of Promotion Committee. (According to Rule No. 11 of 'Yashwantrao Chavan Academy of Development Administration Rules for Recruitment (Revised) 2004')
Circulated for Information to	All YASHADA Faculty and Staff, YASHADA Administration
Circulated for necessary compliance to :	1. EST-1 2. Recruitment Rules copy.

According to the powers conferred in Rule 11 of the "Yashwantrao Chavan Academy of development Administration Rules for Recruitment (Revised) 2004, vide policy circular No. Adm-1/3521/Promotion Committee-2020 dated 8th March 2021, the promotion committee for recommendation of candidates for "Promotion" from various group of the employees has been constituted as under;

Sr No	Class	Promotion Committee	Remarks
1	Recommendation of candidates for "Promotion" in and to Group- A and Group-B.	Director General Deputy Director General Financial Advisor Registrar Representative of backward class	Chairman Member Member Member Secretary Member

Sr. No	Class	Promotion Committee	Remarks
2	Recommendation of candidates for "Promotion" in and to Group- C and Group-D.	Registrar Additional Director (Research) Deputy Registrar Accounts Officer Representative of backward class	Chairman Member Member Secretary Member Member

03. For administrative reason, following changes has been made in the committee for recommendation of candidates for "Promotion in and to Group-C and Group- D.

(P.T. O.)

Sr. No	Class	Promotion Committee	Remarks
2	Recommendation of candidates for "Promotion" in and to Group- C and Group-D.	Deputy Director General / Registrar Additional Director (Research) Registrar / Deputy Registrar Accounts Officer Representative of backward class	Chairman Member Member Secretary Member Member

(Approved by Director General)

PRASAD
 RAGHUNATH
 ACHARYA

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(Registrar)
 YASHADA

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
Rajbhavan Complex, Baner Road Pune- 411 007

POLICY CIRCULAR

Office Circular No.	No. Adm-1/3521/BoG 48 th Resolution :13-1
Dated	1 st September 2021
Empowered Authority	Director General, YASHADA
Subject	Approved Posts of Indian Administrative Services (IAS) officers in YASHADA (Agenda Item No 48 th :7/Minutes No.48 th :13)
Circulated for Information to	All YASHADA Faculty and Staff, YASHADA Administration
Circulated for necessary compliance to :	1. Administration Wing 2. Accounts Wing

Circular:

YASHADA is headed by the Director General who is an officer of the Indian Administrative Service usually at the rank of Principal Secretary in Government of Maharashtra (GoM).

02 Officers of the Indian Administrative Service also get posted in YASHADA as Additional Director General (ADG) and Deputy Director General (DDG). However, hitherto these posts were not determined. Hence the 48th BoG vide its Resolution No. 48th:13 determined the following posts for deputation of officers of the Indian Administrative Service in YASHADA.

Sr. No.	Name of the Post	No of Posts	Status
1	Director General	1	Existing
2	Additional Director General	1	Approved by 48 th BoG
3	Deputy Director General	2	Approved by 48 th BoG

03. The aforementioned posts are hereby established in YASHADA for deputation of officers of the Indian Administrative Service.

(Approved by Director General)

SUMEDH Digitally signed
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(Registrar)
YASHADA