

DRAFT PROPOSAL

RESTRUCTURING OF NON-TEACHING POSTS IN GOVT. COLLEGES

1. OFFICE STAFF

(a) If No. of Students is upto 1000.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Superintendent (Grade-II)	1
2	Senior Assistant	1
3	Clerk/Junior Assistant	3

(b) If No. of Students is between 1001 and 2000.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Superintendent (Grade-II)	1
2	Senior Assistant	2
3	Clerk/Junior Assistant	3

(c) If No. of Students is between 2001 and 3000.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Superintendent (Grade-II)	1
2	Senior Assistant	2
3	Clerk/Junior Assistant	4

(d) If No. of Students is above 3000.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Superintendent (Grade-II)	1
2	Senior Assistant	2
3	Clerk/Junior Assistant	5

2. LAB STAFF

(a) If the No. of Labs per subject is 1.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Senior Lecture Assistant	1 (for 2 Labs)
2	Junior Lecture Assistant	1 (for each Lab)
3	Lab Attendant	1 (for each Lab)

(b) If the No. of Labs per subject is 2.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Senior Lecture Assistant	1
2	Junior Lecture Assistant	2
3	Lab Attendant	2

3. LIBRARY STAFF

(a) If the No. of Books in the Library are less than 10,000.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Librarian	1
2	Assistant Librarian	1
3	Library Attendant	1

(b) If the No. of Books in the Library are more than 10,000.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Librarian	1
2	Assistant Librarian	2
3	Library Attendant	1

4. GROUP-D STAFF

(a) Posts of Peon/Daftari per College.

Sr. No.	Place of Work	No. Of Posts to be Sanctioned
1	Principal Office	1
2	Administrative Office	1
3	Teaching Staff Room	1
4	Daftari	1

(b) Posts of Maintenance Staff

- If Campus Area is less than or equal to 5 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Beldar	1
2	Mali	1

- If Campus Area is more than 5 Acres but less than or equal to 10 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Beldar	2
2	Mali	1

- If Campus Area is more than 10 Acres but less than or equal to 15 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Beldar	3
2	Mali	2

- If Campus Area is more than 15 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Beldar	4
2	Mali	2

(c) Posts of Sweeper and Dusting Staff

- If Campus Area is less than or equal to 5 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Male	2
2	Female	2

- If Campus Area is more than 5 Acres but less than or equal to 10 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Male	3
2	Female	3

- If Campus Area is more than 10 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Male	4
2	Female	4

Note: In case of Women/Girl's College, Only FEMALE Staff shall be deployed.

(d) Posts of Watchman and Gate-Keepers

- If Campus Area is less than or equal to 5 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Gate Keeper	2
2	Watchman	2

- If Campus Area is more than 5 Acres.

Sr. No.	Name of Post	No. Of Posts to be Sanctioned
1	Gate Keeper	2
2	Watchman	3

5. HOSTEL STAFF

Sr. No.	Name of Post	No. Of Posts to be Sanctioned per Hostel
1	Hostel Warden	1
2	Hostel Clerk	1
3	Peon	1
4	Watchman	1

Note: This staff shall be provided for the working hostels and where the strength of students is reasonable.

6. I.T. STAFF

Sr. No.	Name of Post	No. Of Posts to be Sanctioned per Lab
1	Lab Technician (for Computer Hardware)	1
2	Junior Lecture Assistant (for Computer Software)	1
3	Lab Attendant	1