

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान, शिलांग
NORTH EAST REGIONAL INSTITUTE OF EDUCATION, SHILLONG
)राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद(
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
(An Autonomous Organization under Ministry of Education, Government of India)
उमियाम - 793103, मेघालय
Umiam – 793103, Meghalaya

Information under Right to Information Act, 2005

(UPDATED AS ON 02.04.2024)

उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान
NORTH EAST REGIONAL INSTITUTE OF EDUCATION
उमियाम, शिलांग – 793103, मेघालय
Umiam – 793103, Meghalaya

ESTABLISHMENT SECTION

Information under Section 4(1)(b) of the RTI Act, 2005

b. (i)	i) Particulars of organization	<p>i) NORTH EAST REGIONAL INSTITUTE OF EDUCATION (NERIE), SHILLONG, 793103</p> <p>Vision:</p> <ul style="list-style-type: none">● To achieve acceptable standards of education for the people of North Eastern Region <p>Mission:</p> <ul style="list-style-type: none">● To undertake, aid, promote and coordinate research in all branches of education● To develop manpower for deliveri.ng the services.● To promote research activities. <p>Objectives:</p> <ul style="list-style-type: none">● To conduct pre-service training courses in the region.● To organize in-services training programmes based on the educational needs of the eight states.● To developed Educational material, learning resources of both students and teachers as per the needs of the time and age.● The sole purpose is to make the Institute a learning space in recent trends in schools and teacher education.
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	ii) Functions and duties	Functions: <ul style="list-style-type: none">• Policy formulation in regard to service delivery, manpower development and infrastructure development.• Extending support to the North Eastern States in the field of Education.• To organized extension services through seminars and conferences at regional and national level.• Focusing on the development of students and teachers through appropriate measures.• Collaborating research activities with other agencies.
(ii)	The powers and duties of its officers and employees	As per Annexure - 'A'
(iii)	The procedure followed in decision making process including channels of supervision and accountability	Procedure is followed as per Central Government rules, regulations and orders in decision making process as per prescribed channel of submission/supervision and accountability. Channel of submission is as follows: <ul style="list-style-type: none">• Academic Matters: Assistant Professor/Associate Professor → Head of Departments → Principal• Administrative Matters: Sectional Head/Departments → Administrative Officer → Principal
(iv)	The norms set by it for the discharge of its functions	As per resolution of Committee of the Council and Rules Regulations circulated by the Govt. of India from time to time applicable to autonomous body.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	As per resolution of Executive Committee of the Council and as per Government of India Rules, Regulations and Orders.

(vi)	A statement of the categories of documents that are held by it or under its control	Un-classified documents of routine nature.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof	Applications can be submitted at the Receipt/ Dispatch Section i.e., PA to Principal Section of this Institute.
(viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;	As per Annexure - 'B'
(ix)	A directory of its officers and employees	As per Annexure - 'C'
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	As per Annexure - 'D'
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	By Grant in aid from Ministry of Education, New Delhi

(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not Applicable
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Not applicable
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	All advertisement, tenders, notices etc. are available in the Institute's website.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working; hours of a library or reading room, if maintained for public use	Institute's website
(xvi)	The names, designations and other particulars of the Public Information Officers;	Sh. Mahesh Chand, Administrative Officer and Public Information Officer, NERIE – NCERT, Shillong, 793103
(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	

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Directory of Officials & Employees under Section 4(1)(b)(ix) of RTI Act 2005

ANNEXURE – 'A'

Sl. No.	Name of the Employee & Designation	Address		Office No./ Mobile No.
		Office	Current Residence	
1.	Prof. Flourette G. Dkhar, I/c Principal	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	Grace Lumsyntiew, Jaiaw, Shillong	0364-2570009(O) 9402142299
2.	Dr. Subhas Chandra Roy, Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9436701103
3.	Dr. Balaiada R. Dkhar, Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	Mawial, Kyton Lieh, Shillong	0364-2570009(O) 8575393453/ 9485088949
4.	Mrs. S. Palit, Associate Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	Bishnupur, Shillong	0364-2570009(O) 9402556968
5.	Dr. B. Devi, Associate Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 7085520415
6.	Dr. M.G. Wallang, Associate Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	New Kenches Trace, Laban, Shillong	0364-2570009(O) 9862066643
7.	Dr. T. Dey, Associate Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	Ulubari, Guwahati	0364-2570009(O) 9435307160
8.	Dr. Sima Saigal, Associate Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	7 Upper Lachumere, Shillong	0364-2570009(O) 9612905672
9.	Dr. Ch. S. Devi, Associate Professor	NERIE, Umiam, Ri-Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 7085789792

	Dr. Basansy Kharlukhi, Associate Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	Hilly Cottage, Nongthymmai, Shillong	0364-2570009(O) 9612168017
11.	Dr. Prachi Ghildyal Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	IIM, Umsawli, Shillong	0364-2570009(O) 9436314260
12.	Mr. T. Newmei, Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9436312420
13.	Sh. R.A. Singh, Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9424446520/ 7085401602
14.	Sh. Arnab Sen, Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9402394368
15.	Dr. Seema R., Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9774389174
16.	Sh. B. Umesh Kr. Sharma, Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 8259050333
17.	Dr. Shanmugam Bhasha, Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9550124082
18.	Dr. Nirjesh, Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 8950521062
19.	Dr. Sagnika Sahoo, Assistant Professor	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 7602268734
20.	Sh. Mahesh Chand, Administrative Officer	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 8700020881
21.	Sh. Ajay Kumar Das, Section Officer	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 8259900808
22.	Smt. P. Syiemlieh, APC	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	Langkyrding Mihngi, Block IV, Mawpat Road, Shillong.	0364-2570009(O) 9436110443

	Sh. Sanjay Baro, Jr. Accountant	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9401620371
24.	Smt. Olinda Pakyntein, UDC	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	Lower Mawprem, Shillong	0364-2570009(O) 9863102830
25.	Sh Dipak Dey , LDC	NERIE, Umiam, Ri- Bhoi Dist., Meghalaya	NERIE Campus, Umiam	0364-2570009(O) 9862383761

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Committee(s) in respect of NERIE – NCERT, Shillong

ANNEXURE – ‘B’

1	Attendance Committee	Monitoring	Dean of Instruction	Chairperson
			APC	Convener
			Head DE	Member
			Head DEE	Member
			Head DELSS	Member
			Head DESM	Member
2	Canteen Committee		Administrative Officer	Convener
			Prof. F.G. Dkhar	Member
			Dr. B. Devi, Assoc. Professor	Chief Warden & Member
			Dr. S.Devi, Assoc. Professor	Warden & Member
			Dr. T. Newmei, Asst. Professor	Warden & Member
			Sh. Ajay Kr. Das, Section Officer	Member
3	Cultural Committee		Dr. Seema R., Asst. Professor	Convener
			Prof. B.R. Dkhar	Member
			Dr. B.Devi, Asso. Professor	Member
			Dr. Sima Saigal, Asso. Professor	Member
4	Games & Sports Committe		Dr. T. Newmei, Asst. Professor	Convener
			Dr. B. Kharlukhi, Assoc. Professor	Member
			Sh. R. A. Singh, Asst. Professor	Member
			Dr. P. Ghildyal, Asst. Professor	Member
			Dr. Seema R., Asst. Professor	Member
5	Grievance Committee	Redressal	Principal	Chairperson
			Prof. B.R. Dkhar	Member
			Smt. S. Palit, Assoc. Professor	Member
			Dr. B.Devi, Assoc. Professor	Member
			Dr. P. Ghildyal, Asst. Professor	Member
			Administrative Officer	Member
Sh. Ajay Kr. Das, Section Officer	Member			

6	Hindi Cell/OLIC	Principal	Chairperson	
		Sh. R.A. Singh, Asst. Professor	Convener	
		Prof. N. Pradhan	Member	
		Smt. S. Palit, Assoc. Professor	Member	
		Dr. S. Devi, Assoc. Professor	Member	
		Dr. P. Ghildyal, Asst. Professor	Member	
		Dr. Seema R., Asst. Professor	Member	
		Administrative Officer	Member	
		Sh. Ajay Kr. Das, Section Officer	Member	
7	House Committee	Allotment	Prof. Subhas Chandra Roy	Chairperson
			Sh. Ajay Kr Das, S.O. & I/c C&W	Convener
			Dr. B. Devi, Assoc. Professor & Chief Warden	Member
			Dr. S. Devi, Assoc. Professor	Member
			Administrative Officer	Member
8	Internal Committee	Evaluation	Smt. S.Palit, Assoc. Professor	Coordinator
			Head DE	Member
			Dr. S. Saigal, Assoc. Professor	Member
			Dr. S. Devi, Assoc. Professor	Member
			Dr. P. Ghildyal, Asst. Professor	Member
9	Internship Committee	Dean of Instruction	Chairperson	
		Head DE	Member & Convener	
		Head DEE	Member	
		Head DELSS	Member	
		Head DESM	Member	
		Smt. S. Palit, Asso. Professor	Member	
10	Library Committee	Smt. S. Palit, Assoc. Professor & I/c Library	Chairperson	
		Assistant Librarian (C)	Convener	
		Head DE	Member	
		Head DEE	Member	
		Head DELSS	Member	
		Head DESM	Member	
11	Literary Activities	Smt. S.Palit, Asso. Professor	Convener	
		Dr. Tulika Dey, Asso. Professor	Member	
		Dr. M.G.Wallang, Asso. Professor	Member	
		Dr. P.Ghildyal, Asst. Professor	Member	

12	Minority Cell	Prof. F.G. Dkhar	Chairperson and Nodal Officer
		Dr. M.G.Wallang, Assoc. Professor	Member
		Dr. T. Newmei, Asst. Professor	Member
13	Placement Committee	Prof. B.R. Dkhar	Convener
		Dr. Sima Saigal, Assoc. Professor	Member
		Dr. P. Ghildyal, Asst. Professor	Member
		Smt. P. Syiemlieh, APC	Member
14	Population Education Cell	Dr. Tulika Dey, Assoc. Professor	Convener
		Prof. N. Pradhan	Member
15	Purchase Committee	Sh. Ajay Kr. Das, S.O	Convener
		Dr. Tulika Dey, Assoc. Professor	Member
		Sh. R.A.Singh, Asst. Professor	Member
		Administrative Officer	Member
		Sh. Sanjay Baro, Jr. Accountant	Member
16	Research Committee	Prof. N.Pradhan	Convener
		Prof. B.R. Dkhar	Member
		Head DEE	Member
		Head DELSS	Member
		Head DESM	Member
17	Scholarship Committee	Dean of Instruction	Chairperson
		APC	Convener
		Head DE	Member
		Head DEE	Member
		Head DELSS	Member
		Head DESM	Member
18	Science & Mathematics (Science Day Exhibition & Science Quiz Etc.) Committee	Prof. Subhas Chandra Roy	Convener.
		Dr. B.Devi, Asso. Professor	Member
		Dr. Seema R. Asst. Professor	Member
19	SC/ST Cell	Prof. B.R. Dkhar	Chairperson
		Sh. Ajay Kr. Das, Section Officer	Convener
		Sh. R.A. Singh, Asst. Professor	Member
		Administrative Officer	Member

20	Sexual Harassment Committee	Dr. B. Devi, Assoc. Professor	Chairperson
		Prof. Subhas Chandra Roy	Member
		Dr. B. Kharlukhi, Assoc. Professor	Member
		Dr. Seema R., Asst. Professor	Member
		Administrative Officer	Member
		Sh. Ajay Kr. Das, Section Officer	Member
		Women Representative	External Member
21	Student's Welfare Committee	Dean of Instruction	Chairperson
		Head DE	Member
		Prof. B. R. Dkhar	Member
		Head DEE	Member
		Head DELSS	Member
		Head DESM & Chief Warden	Member
		Class Representative (1 no. from each class)	Member
22	Time Table & Calender Activities of the Institute	Dean of Instruction	Chairperson
		APC	Convener
		Head DE	Member
		Head DEE	Member
		Head DELSS	Member
		Head DESM	Member
23	Women Cell	Dr. Tulika Dey, Assoc. Professor	Chairperson
		Dr. B. Kharlukhi, Assoc. Professor	Member
		Smt. P. Syiemlieh, APC	Member
24	Internal Evaluation Committee	Smt. S. Palit, Assoc. Professor	Convener
		Head DE	Member
		Dr. S. Devi, Assoc. Professor	Member
		Dr. P. Ghildyal, Asst. Professor	Member

5	State Coordination Committee (for each North Eastern States)	Education Secretary of the State	Chairman
		Director(s) of SIE/SCERT	Member(s)
		Director of Vocational Education	Member
		Director of his/her nominee dealing with Tribal Education/Special Education	Member
		Officer dealing with Planning & Statistics pertaining to school education	Member
		The State Coordinator in the Extension Department of NERIE, Shillong	Special Invitee
		Principal of NERIE, Shillong	Member-Convenor
26	Institute Advisory Board Committee	Principal of NERIE, Shillong	Chairperson
		Head of the Deptts.of concerned RIE	Member
		Senior most faculty of DE, DESM, DESS, DEE	Member
		Dean of Instructions	Member
		Dean (Research) RIE – Mysore	Member
		Head PMD/ Nominee	Member
		Dean (Research), NCERT	Member
		Dean (Coordination), NCERT	Member
		JD,CIET/Nominee	Member
		Five External Members	Member
27	Management Committee	The Vice Chancellor of the University to which the Institute is affiliated	Chairman
		The Head of the Regional Institute as per Rule 67(a) of the Rules of the Council.	Vice-Chairman
		A nominee of the Education Department of each of the States and Union Territories of the region.	Member
		Two experts nominated by the Presedent	Member
		Two Head of the Departments of the Regional Institute nominated by the Director	Member

		A nominee of the Director of the Council	Member
		Such other members as are required to be included by the stipulations of the University to which the Institute is affiliated	Member
		The Administrative Officer of the Regional Institute shall act as the Secretary of the Committee as per Rule 67(b) of the Rules of the Council.	

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Powers & Duties of officers and employees under Section 4(1)(b)(ii) of the RTI Act 2005

ANNEXURE 'C'

Sl. No.	Name of Post	Power and Duties
1.	Principal	<p>i. Principal is the Head of all the Academic and Administrative activities of the institute.</p> <p>ii. She/he has powers necessary for the exercise of general supervision and control of the work of the Institute and for proper and efficient management of the institute.</p> <p>iii. All employees of the Institute and all other persons working at the Institute including those employed on research projects, or schemes financed by other agencies, whether receiving salaries from the Institute or direct from such agencies, shall be under the general directions and control of the Principal.</p> <p>iv. The Principal reports to the Director, NCERT.</p>
2.	Professor	<p>i. Teaching, research and extension works including conduct of workshops, training and other academic programmes.</p> <p>ii. Acts as Head of Department on rotation basis.</p> <p>iii. Planning and implementation of the future development of the department.</p> <p>iv. Any other duties that may be assigned by the Principal from time to time.</p>
3.	Associate Professor	<p>i. Teaching, research and extension works including conduct of workshops, training and other academic programmes.</p> <p>ii. Acts as Head of Department on rotation basis.</p> <p>iii. Planning and implementation of the future development of the department.</p>

		<ul style="list-style-type: none"> iii. Planning and implementation of the future development of the department. iv. Any other duties that may be assigned by the authorities from time to time
4.	Assistant Professor	<ul style="list-style-type: none"> i. Teaching, research and extension works including conduct of workshops, training and other academic programmes. ii. Any other duties that may be assigned by the authorities from time to time.
5.	Administrative Officer	<ul style="list-style-type: none"> i. Looks after the overall administrative functions and activities of the Institute. She/he is assisted by the Section Officer, APC, Senior Accountant and other staff. ii. Any other duties that may be assigned by the authorities from time to time.
6.	Section Officer	<ul style="list-style-type: none"> i. In-charge of the concerned Sections of the Institute. ii. Assists the Administrative Officer in execution of the administrative works. iii. Any other duties that may be assigned by the authorities from time to time
7.	Assistant Programme Coordinator	<ul style="list-style-type: none"> i. She/he is incharge of the Academic Section which involves duties pertaining to Students affairs, admissions etc. ii. Assists the Administrative Officer in execution of the administrative works. iii. Any other duties that may be assigned by the authorities from time to time
8.	Senior Accountant	<ul style="list-style-type: none"> i. She/he is in-charge of the Accounts Section of the Institute. All finance and accounts related works are undertaken by the Section ii. Assists the Administrative Officer in execution of the accounts works. iii. Any other duties that may be assigned by the authorities from time to time.
9.	Assistant	<ul style="list-style-type: none"> i. Discharge her/his duties by assisting the officer in the concerned section. She/he does the work of noting, drafting. maintenance of Service Books, computer typing, etc. ii. He also acts as Caretaker as and when assigned. iii. Any other duties that may be assigned by the authorities from time to time.
10.	Personal Assistant	<ul style="list-style-type: none"> i. She/he looks after the day to day matters connected with the Principal's Office, which includes taking

		<p>dictations, computer typing, attending to telephone calls/emails, etc.</p> <p>ii. Any other duties that may be assigned by the authorities from time to time.</p>
11.	Professional Assistant	<p>i. She/he is entrusted with the responsibility of overall management of the Library of the Institute.</p> <p>ii. Any other duties that may be assigned by the authorities from time to time.</p>
12.	Semi-Professional Assistant	<p>i. She/he provides necessary support and assistance to the Professional Assistant to look after the works in the Library.</p> <p>ii. Any other duties that may be assigned by the authorities from time to time.</p>
13.	Stenographer	<p>i. She/he is to be attached to the Heads/Officers for computer typing and stenography works.</p> <p>ii. Any other duties that may be assigned by the authorities from time to time.</p>
14.	Storekeeper	<p>i. She/he looks after the stores related work of the Institute which includes store verification, issue of stores items, maintenance of store room, etc.</p> <p>ii. Any other duties that may be assigned by the authorities from time to time.</p>
15.	Upper Division Clerk	<p>i. She/he assists in executing the works in different sections of the Institute including noting, drafting and computer typing works.</p> <p>ii. Any other duties that may be assigned by the authorities from time to time.</p>
16.	Lower Division Clerk	<p>i. Lower Division Clerk assists in executing the works in different sections of the Institute including noting, drafting and typing works.</p> <p>ii. Any other duties that may be assigned by the authorities from time to time.</p>
17.	Multi-Tasking Staff	<p>i. Multi-tasking Staff (MTS) are attached to different sections for performing multi-purpose works as assigned by the authorities as per requirement from time to time.</p>

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Pay Matrix of employee(s) in respect of NERIE – NCERT, Shillong

ANNEXURE – 'D'

Sl. No.	Name of the Employee & Designation	Pay Scale	Academic/Non-Academic Level
1.	Principal	1,44,200 – 2,18,200	Level – 14 (Academic)
2.	Professor	1,44,200 – 2,18,200	Level – 14 (Academic)
3.	Associate Professor	1,31,400 – 2,10,800	Level – 13A (Academic)
4.	Assistant Professor	57,700 – 1,82,400	Level – 10 (Academic)
5.	Administrative Officer	67,700 – 2,08,700	Level – 11 (Non-Academic)
6.	Section Officer	44,900 – 1,42,400	Level – 7 (Non-Academic)
7.	Assistant Programme Coordinator	44,900 – 1,42,400	Level – 7 (Non-Academic)
8.	Senior Accountant	35,400 – 1,12,400	Level – 6 (Non-Academic)
9.	Jr. Accountant	35,400 – 1,12,400	Level – 6 (Non-Academic)
10.	Professional Assistant	35,400 – 1,12,400	Level – 6 (Non-Academic)
11.	Personal Assistant	35,400 – 1,12,400	Level – 6 (Non-Academic)
12.	Semi-Professional Assistant	29,200 – 92,300	Level – 5 (Non-Academic)
13.	Stenographer	25,500 – 81,100	Level – 4 (Non-Academic)
14.	Storekeeper	25,500 – 81,100	Level – 4 (Non-Academic)
15.	Upper Division Clerk	25,500 – 81,100	Level – 4 (Non-Academic)
16.	Lower Division Clerk	19,900 – 63,200	Level – 2 (Non-Academic)
17.	Multi-Tasking Staff	18,000 – 56,900	Level – 1 (Non-Academic)