Himachal Pradesh National Law University, Shimla
Detailed of Sanctioned, Filled and Vacant posts/positions of Non-teaching staff
(Roster for Non-Teaching Posts)

Sr. No.	Posts Name	Sanctioned Posts	Details of Sanctioned strength as on November 2024								Details of Filled up Strength on Regular Basis 20 November, 2024								Vacant positions as on 01.11.2024 November, 2024								Number of more posts Required/ Converted	Number of exsisting Posts to be abolished	Optimum number of required Posts in the University
			Gen	SC	ST	OBC	EWS	Total	Ex. SM	PW BD	Gen	SC	ST	OBC	EWS	Total	Ex. SM	PW BD	Gen	SC	ST	OBC	EWS	Total	Ex. SM	PW BD			
1	Finance Officer	1	1					1								0			1	0	0	0	0	1	0	0	0	0	1
2	Assistant Registrar (Finance and Administration)	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
3	Assistant Registrar (Academic and HR)	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
4	Assistant Registrar	1	1					1								0			1	0	0	0	0	1	0	0	0	0	1
5	Assistant Registrar (Accounts)	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
6	Section Officer	4	4					4			3					3			1	0	0	0	0	1	0	0	0	1	3
7	Civil Engineer	1	1					1								0			1	0	0	0	0	1	0	0	0	0	1
8	Superintendent Grade-II	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
9	Senior Assistant	5	4	1				5								0			4	1	0	0	0	5	0	0	0	4	1
10	Senior Assistant (Accounts)	2	2					2								0			2	0	0	0	0	2	0	0	0	2	0
11	Junior Assistant	5	4	1				5			3					3			1	1	0	0	0	2	0	0	0	2	3
12	Clerk	19	10	4	0	3	2	19	1		16	2		1	2	21			-6	2	1	3	0	0	1	0	0	0	19
13	Clerk (Accounts)	2	2					2								0			2	0	0	0	0	2	0	0	2	0	0
14	Private Secretary	3	3					3								0			3	0	0	0	0	3	0	0	0	2	1
15	Transport-cum-Liaison Officer	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
16	Personal Assistant	2	2					2								0			2	0	0	0	0	2	0	0	0	0	2
17	System Analyst	1	1					1			1					1			0	0	0	0	0	0	0	0	0	0	1
18	Library Assistant	3	3					3								0			3	0	0	0	0	3	0	0	0	3	0
19	Senior Scale Stenographer	2	2					2								0			2	0	0	0	0	2	0	0	0	2	0
20	Junior Scale Stenographer	2	2					2			1					1			1	0	0	0	0	1	0	0	0	1	1
21	Steno Typist cum Computer Operator Nomenclature change vide 8th EC Decision dated 20.07.20 to Steno Typist	2	2					2			1					1			1	0	0	0	0	1	0	0	0	1	1
22	Clerk cum Data Entry Operator	1	1					1			1					1			1	0	0	0	0	1	0	0	1	0	0
23	Driver Cum Office Attendant (Light)	8	6	1		1		8			3	1				4			2	-1	0	1	0	2	0	0	0	2	6
24	Driver Cum Office Attendant (Qualified of Heavy as well as middle vehicle) *	7	5	1		1		7			2					2			0	1	0	1	0	2	0	0	0	3	4
25	Caretaker for Hostel	8	6	1	0	1		8			3					3			3	1	0	1	0	5	0	0	0	5	3

Sr. No.	Posts Name	Sanctioned Posts	Details of Sanctioned strength as on November 2024								Details of Filled up Strength on Regular Basis 20 November, 2024								Vacant positions as on 01.11.2024 November, 2024								Number of more posts Required/ Converted	Number of exsisting Posts to be abolished	Optimum number of required Posts in the University
			Gen	SC	ST	OBC	EWS	Total	Ex. SM	PW BD	Gen	SC	ST	OBC	EWS	Total	Ex. SM	PW BD	Gen	SC	ST	OBC	EWS	Total	Ex. SM	PW BD			
26	Conductor cum Office Attendant (Nomenclature change vide 8th EC Decision	6	4	1		1		6								0			2	1	0	1	0	4	0	0	0	4	2
27	Computer Technician	2	2					2			1					1			1	0	0	0	0	1	0	0	0	1	1
28	Computer Technician (ERP)	1	1					1			1					1			0	0	0	0	0	0	0	0	0	0	1
29	Computer Lab Attendant	1	1					1			1					1			0	0	0	0	0	0	0	0	0	0	1
30	Computer Lab Assistant	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
31	Library Attendant	6	4	1		1		6			2					2			2	1	0	1	0	4	0	0	0	4	2
32	Electrician	2	2					2								0			0	0	0	0	0	0	0	0	0	1	1
33	Plumber	2	2					2								0			0	0	0	0	0	0	0	0	0	1	1
34	Carpenter	1	1					1								0			0	0	0	0	0	0	0	0	0	0	1
35	Peon	26	14	5	1	4	2	26	2		14	4	0	2	2	22			0	1	1	2	0	4	2	0	0	4	22
36	Attendant for Hostel	6	4	1		1		6								0			4	1	0	1	0	6	0	0	0	6	0
37	Attendant for Girls Hostel	9	6	1		1	1	9			1					1			5	1	0	1	1	8	0	0	0	9	0
38	Chowkidar	17	10	3		3	1	17	1		10	1		1	1	13			0	2	0	2	0	4	1	0	0	4	13
39	Security Guard	30	15	6	1	5	3	30	2		3	2			1	6			2	3	0	3	0	8	2	0	0	24	6
40	Male	4	4					4								0			4	0	0	0	0	4	0	0	0	4	0
41	Female	8	6	1		1		8								0			6	1	0	1	0	8	0	0	0	8	0
42	Cook	4	4					4								0			4	0	0	0	0	4	0	0	0	4	0
43	Sweeper	33	17	7	1	5	3	33	3		5	3			1	9			6	-1	1	5	0	11	3	0	0	23	10
44	Mali	8	6	1		1		8								0			2	1	0	1	0	4	0	0	0	8	0
45	Other Additional Staff(2Peon and 2 Driver vide 9th EC dated 22 Dec, 2020)	4	4					4								0			4	0	0	0	0	4	0	0	0	4	0
46	Administrative Officer	2	2					2								0			2	0	0	0	0	2	0	0	0	2	0
47	Work Inspector	1	1					1								0			0	0	0	0	0	0	0	0	0	1	0
48	Warden (Male)	3	3					3								0			3	0	0	0	0	3	0	0	0	3	0
49	Warden (Female)	3	3					3								0			2	0	0	0	0	2	0	0	0	3	0
50	Doctor	1	1					1								0			1	0	0	0	0	1	0	0	0	0	1
51	Pharmacist	1	1					1								0			1	0	0	0	0	1	0	0	0	0	1
52	Professional Assistant	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
53	Nurse	1	1					1								0			1	0	0	0	0	1	0	0	0	0	1
54	OSD (Officer on Special Duty)	1	1					1								0			1	0	0	0	0	1	0	0	0	1	0
		269	189	36	3	29	12	269	9	0	72	13	0	4	7	96	0	0	84	16	2	23	1	126	9	0	3	154	112

112+3=115

Note: The reservation for Physical with Disabilities (PWBD) is to maintain horizontal
** These posts are of similar nature of work to that of Clerk, hence the matter is being brought before the Executive Council to merge these posts into Clerk.
 *As per the University workload, these positions are not required, hence the matter is being brought before Executive Council for cancellation/abolition of these Posts/positions.
Note:- A candidate shall be eligible for recruitment to the post of Group C and D, if he/she has passed matriculation and +2 from any Institution/ School/ Board situated within Himachal Pradesh.(Provided that this condition shall not apply to Bonafide Himachalis).
The one post of Clerk cum Data Entry Operator and two post of Clerk Account are to be converted into the general cadre of clerks.

Sd/-
Registrar
HPNLU, Shimla