

DETAILS OF QUALIFICATIONS AND EXPERIENCE FOR THE POSTS:

Sr. No.	Name of the post	Qualification and Experience
1.	Controller of Examination	<p>Essential qualifications:</p> <ol style="list-style-type: none"> 1. A Master's degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale in any discipline from a recognized university/institute. 2. At least 15 years of experience as a Lecturer/Assistant Professor (Sr. Scale) or with 8 years' in the Associate Professor/Reader's grade along with experience in educational administration. <p>OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p>Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <ol style="list-style-type: none"> 3. Hindi/Sanskrit upto Matric standard. Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result and declaration thereof, at a large organizational level. <p>Desirable qualification:</p> <p>Good knowledge of University examination system/ software and result automation.</p> <p>Age limit: Not more than 55 years.</p>
2.	Deputy Registrar	<ol style="list-style-type: none"> 1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. Five years of experience as a Lecturer in a College or a University with experience in Educational Administration. <p>OR</p> <p>Comparable experience in Research Establishment and/or other Institutions of Higher Education.</p> <p>OR</p> <p>Five years of Administrative experience as Assistant Registrar or in a equivalent post.</p> <p>The appointments/promotions to be made according to these qualifications against internal quota posts will be subject to rules of relaxation as may be in vogue at any point of time.</p> <ol style="list-style-type: none"> 3. Hindi/Sanskrit upto Matric standard.

3.	Audit Officer	<p>1. Officers holding analogous post on regular basis from the office of AG/CAG or any other organisation for Audit & Accounts Services, OR with two years' regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 from Central/State Govt., Universities and other autonomous organisation with relevant experience. OR with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400 from Central/State Govt., Universities and other autonomous organisation with relevant experience.</p> <p>2. Hindi/Sanskrit upto Matric standard.</p>
4.	Finance Officer	<p>Essential:</p> <p>1. A Master's degree in Commerce/Economics/ MBA (Finance) or its equivalent with at least 55% of the marks from a recognized university/institute and SAS with two years experience.</p> <p>OR</p> <p>C.A./ICWA/CS with two years experience</p> <p>2. Hindi/Sanskrit upto Matric standard.</p> <p>Desirable:</p> <p>Experience in Financial management in Higher Education Institutions/Research Institutions/ PSUs/Govt. Departments.</p>
5.	Assistant Librarian*	<p>Essential:</p> <p>1. A Master's Degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>3. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.</p> <p>4. A relaxation of 5% may be provided (from 55% to 50% of the marks) to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 Sept., 1991.</p> <p>5. Hindi/Sanskrit upto Matric Standard.</p> <p>Desirable:</p> <p>Experience in application of Library Automation Networking and knowledge of Software in Information Processing and retrieval.</p>

		<p>Note:</p> <ol style="list-style-type: none"> 1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST/Physically and Visually handicapped categories. 2. A relaxation of 5% at graduation level in good academic record may be provided to SC/ST/Physically and visually handicapped categories. 3. B in the 7 point Scale with latter grade O, A, B, C, D, E & F shall be recorded as equivalent to 55% wherever the grade system is followed.
6.	XEN (Civil)	<ol style="list-style-type: none"> 1. Recognized degree in Civil Engineering for equivalent qualifications. 2. Hindi/Sanskrit upto Matric standard. <p>Minimum experience of 10 years against a post not below the rank of an Assistant Engineer.</p>
7.	Assistant Registrar	<p>Essential:</p> <ol style="list-style-type: none"> 1. Good Academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. The appointments/promotions to be made according to these qualifications against internal quota posts will be subject to rules of relaxation as may be in vogue at any point of time. 3. There shall be no relaxation in qualifications for internal candidates competing against open post. 4. The relaxation of age upto 5 years shall be allowed to all the candidates who have 5 years or more experience as superintendent or an equivalent post irrespective of the fact whether the candidates are internal or external. 5. Bachelor Degree in any discipline shall be considered as lower examination for determining the 'Criteria of Good Academic Record' for the post of Assistant Registrar. 6. Hindi/Sanskrit upto Matric standard. <p>Desirable: The candidates for direct recruitment for the post of Assistant Registrar should have adequate knowledge of Computer, like, MS Office, Excel, Internet, etc.</p>
8.	System Analyst	<ol style="list-style-type: none"> 1. M.Tech. in (Computer Science & Engineering /IT) 1st Division or B. Tech. Computer Science/IT/MCA 1st division with 2 years experience in Software Development. OR M.Sc. Computer Science 1st Division with 3 years experience in Software Development. 2. Hindi/Sanskrit upto Matric standard.
9.	SDO (Civil)	<ol style="list-style-type: none"> 1. B.E. (Civil) with 2 years experience. 2. Hindi/Sanskrit upto Matric standard.

10.	Private Secretary to Vice Chancellor	<ol style="list-style-type: none"> 1. Graduate with 5 years experience as Personal Assistant with good interpersonal skills, fluency in English, effective communication skills. 2. The candidate should be computer literate with Microsoft proficiency, excellent shorthand speed of 120 WPM and accurate computer typing speed of 45 WPM. 3. Hindi/Sanskrit upto Matric Standard.
11.	Superintendent	<ol style="list-style-type: none"> 1. A Bachelor's Degree. 2. 10 years experience in a University/ Examining Body out of which 03 years experience as Deputy Superintendent. 3. Hindi/Sanskrit upto Matric standard.
12.	Deputy Superintendent	<ol style="list-style-type: none"> 1. Bachelor's Degree with 5 years experience as Assistant in the University/Examination Body. 2. Hindi/Sanskrit upto Matric standard.
13.	Security Officer	<ol style="list-style-type: none"> 1. Graduate with two years experience in the administration/similar capacity or retired JCO in the India Army/equivalent rank in the Para Military or retired S.I/A.S.I. in the Police. 2. Good Physique. 3. Hindi/Sanskrit upto Matric standard.
14.	JE (Civil)	<ol style="list-style-type: none"> 1. Three years Diploma in Civil Engineering from recognised Institution and preferably with three years experience of Civil works in Govt./public buildings. 2. Hindi/Sanskrit upto Matric standard.
15.	Sports Coach (Yoga)	<ol style="list-style-type: none"> (1) Master in Physical Education (M.P.Ed.)/M.A. (Yoga) from a recognized University with atleast 50% marks. (2) Diploma in Coaching from Sports Authority of India (Any discipline). (3) Position holder in Inter University/ National Level Sports Tournament (organized by concerned National Sports Federation duly recognized by Indian Olympic Association). (4) Higher sports achievements will be given preference. (5) Coaching experience. (6) Hindi/Sanskrit upto Matric standard. <p>The candidates having outstanding sports achievements (atleast participation in Olympic/Commonwealth/Asian Games and World/Asian/ Commonwealth Championship/Cups), the qualification at Sr. No. 1 & 2 above is relaxable to graduation and Certificate Course in coaching.</p>
16.	PA	<ol style="list-style-type: none"> 1. A Bachelor's Degree. 2. 3 years experience as Stenographer and subject to passing such test as may be prescribed by the competent authority. 3. Hindi/Sanskrit upto Matric standard.
17.	Store Keeper	<ol style="list-style-type: none"> 1. Graduate in any stream preferably with experience in Store Purchases 2. Hindi/Sanskrit upto Matric standard.
18.	Hostel Warden (Female)	<ol style="list-style-type: none"> 1. Master's Degree with 50% marks and two years experience in the line. 2. Hindi/Sanskrit upto Matric standard.

19.	Driver	<ol style="list-style-type: none"> 1. At least Matric. 2. Holding driving licence of light and heavy vehicles with experience of 5 years' in the line. 3. Hindi/Sanskrit upto Matric standard.
20.	Female Caretaker	<ol style="list-style-type: none"> 1. A graduate with general awareness, some office experience, and record of sports/extra- curricular activities. 2. Hindi/Sanskrit upto Matric Standard. <p>Candidate with higher qualification and experience may be preferred.</p>
21.	Electrician	<ol style="list-style-type: none"> 1. Matric with Hindi/Sanskrit. 2. ITI Certificate in Electrical trade along with two years experience of basic knowledge of Light transmission and heavy transmission. <p>Desirable: Six months certificate of Computer Applications.</p>
22.	Plumber	<ol style="list-style-type: none"> 1. Matric with ITI Certificate in the trade of Plumber/ Fitter. 2. Hindi/Sanskrit upto Matric standard.
23.	Clerk cum DEO	<ol style="list-style-type: none"> 1. Graduate from a recognized University 2. Hindi/Sanskrit upto Matric standard. 3. The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management. <p>Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers</p>
24.	Peon	Middle relaxable in suitable cases.
25.	Cook	<ol style="list-style-type: none"> 1. Middle Pass. 2. Certificate from any recognized Hospitality Institution or 3 years' experience from any reputed Hotel/Restaurant/ Organisation. 3. Able in preparing Continental as well as Indian Foods. <p>Preference will be given to Ex-Serviceman having experience of cooking in defense & other paramilitary forces.</p>
26.	Grounds Man	<ol style="list-style-type: none"> 1. Literate. 2. Well-versed in discharging of duties as Ground man.

*** The applicant who is eligible to apply for the post of Assistant Librarian he/she will choose Teaching option to fill up online application form.**

Note: Knowledge of computer is desirable / preferable besides the above basic qualification.

Age limit: 18 to 50 years for all above posts except Controller of Examinations for which the age limit is 55 years as on last date of advertisement. The condition of age limit may be relaxed on cogent ground in special cases by the competent authority.

Good Academic Record:

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's degree or 50% marks in each of these two examinations separately. The following relaxation will, however, operate:

i)	Candidate having 55% or above marks in MA/M.Sc./LLM in relevant subject and possessing Ph.D. Degree.	The criteria of good academic record will not apply at all
ii)	Candidates having 55% or above marks in MA/M.Sc./LLM in the relevant subject and possessing M.Phil. degree	Should have 50% marks in one of the lower exams i.e. B.A. Final/Prep/10+2/Matric
iii)	Candidates obtaining First class First in the University in the relevant subject in MA/M.Sc./LLM	-do-

Note: B.Ed., B.Lib. & Inf. Science, LL.B. and BJMC are the lower examinations for determining Good Academic Record wherever M.Ed., M.Lib. & Inf. Science, LL.M. and MJMC are the required essential qualifications respectively.

REGISTRAR