

SECTION - A**ELIGIBILITY CRITERIA****1- Deputy Registrar****Essential Qualification/Experience**

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

2- Assistant Registrar**Essential Qualification**

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

3- Public Relation Officer**Essential Qualification/Experience**

- i) Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University/Institute.
- ii) At least five years experience in the Editorial Department/Centre of any central-State Government Department/PSU/Central/State Educational Institutions established English/Regional news paper accredited with ABC, National News Agency, Radio or Television, Film Media, Reputed advertising agencies with excellent command of speaking in English, Hindi and regional language.

Desirable

Good working knowledge of Computer Applications

4- Section Officer**Essential Qualification/Experience**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Three Years' Experience as Senior Assistant in the Level 6 or eight years as Assistant in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting.

5- Senior Assistant**Essential Qualification/Experience**

- i) Bachelor Degree from a recognized University / Institution.
- ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Typing, Computer applications, noting and drafting.

6- Assistant**Essential Qualification/Experience**

- i) A Bachelor's Degree from any recognized Institute/ University.
- ii) Two year experience as Junior Assistant/Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.
- iv) Proficiency in Computer Operations.

7- Junior Assistant**Essential Qualification**

- i) A Bachelor's Degree from any recognized Institute/ University.
- ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm
- iii) Proficiency in Computer Operations.

8- MTS (Office Attendant)**Essential Qualification**

- i) 10th Pass from a recognized Board

9- Private Secretary**Essential Qualification/Experience**

- i) A Bachelor's Degree from a recognized University/Institute.
- ii) At least 03 Years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.
- iii) English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi.
- iv) Knowledge of computer applications.

Skill Test Norms on Computer

Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi

Transcription: 50 minutes (English)/ 60 minutes (Hindi)

Desirable

- i) Proficiency in English & good communication skills.

10- Personal Assistant**Essential Qualification/Experience**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
- iii) Knowledge of Computer Applications.
- iv) Two years' experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

Skill Test Norms on Computer

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes (English)/ 55 minutes (Hindi)

Desirable

- i) Proficiency in English and good communication skills.

11- Stenographer**Essential Qualification/Experience**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.
- iii) Knowledge of Computer Applications.

Skill Test Norms on Computer

Dictation: 10 minutes @ 80 w.p.m.

Transcription: 50 minutes English/65 minutes Hindi

Desirable

- i) Proficiency in English and good communication skills.

12- Research Officer**Essential Qualification/Experience**

- i) Master's Degree or equivalent with 55% marks in relevant* field from the recognized University/Institution.
- ii) 08 years of experience in the relevant* field in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level 08 or equivalent or above

13- Editor Publication**Essential Qualification/Experience**

- i) Master's degree with 55% marks from a recognised University/Institution.
- ii) 08 years' experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books with reasonable working knowledge in publishing software in pay level 08 or above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognised Research or Higher Educational Institutions

14- Curator**Essential Qualification/Experience**

- i) Master's Degree in Science with 55% marks or Bachelor's degree in Engineering or Technology/Ph.D in Science or Engineering with 60% marks.
- ii) 08 years of experience in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level 8 or above in the relevant field.

15- Assistant Librarian**Essential Qualification**

- i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed).
- ii) A consistently good academic record with knowledge of computerization of library.
- iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants

commission (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges /Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.

Note:

- i) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

16- Professional Assistant

Essential Qualification/Experience

- i) Master's Degree in Library & Information Science from any recognized University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

OR

Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

- ii) Knowledge of Computer Applications.

17- Semi Professional Assistant

Essential Qualification/Experience

Master's Degree in Library Science and Information Science from any recognised University/Institution

OR

Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

18- Cook

Essential Qualification/Experience

- i) 10thClass from a recognized Board.
- ii) ITI Trade certificate in Bakery and Confectionery (one year duration).
- iii) 03 years' experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organizations

19- Mess Helper

Essential Qualification/Experience

- i) 10th Class from a recognized Board
- ii) 03 years relevant experience in educational institutions or University's Mess / canteen as Mess Helper / Attendant or equivalent.

20- Assistant Engineer (Civil)

Essential Qualification/Experience

BE/B.Tech. in Civil Engineering from a recognized Institution with 55% marks with at least five years of regular service as Junior Engineer (Civil) or equivalent in Pay Level 06 in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

21- Junior Engineer (Electrical)

Essential Qualification/Experience

BE/B.Tech. in Electrical Engineering from a recognized Institution with one year relevant experience.

OR

Diploma in Electrical Engineering and three years' experience in relevant field in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

22- Works Assistant (Engineering Service) [Wireman, Wireman (Telephone), Carpenter, Mason]

Essential Qualification/Experience

- i) ITI Diploma with minimum of 2 years duration in the relevant trade from a Government recognized Institute; and

- ii) Five years' experience in relevant field in Central/ State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions
OR
- iii) Five years' experience with Government Contractor registered in Class 2 Category/Private Limited Company.

23- ENGINEERING ATTENDANT [KHALASI (CIVIL/ELECTRICAL)]

Essential Qualification/Experience

- i) ITI Diploma with minimum of 2 years duration in the relevant trade (Electrician/Wiremen/Fitter/Turner/ Welder/Mason) from a Government recognized Institute; and
- ii) Two years' experience with Government Contractor registered in Class 2 Category/Private Limited Company.

24- Lift Operator

Essential Qualification/Experience

- i) ITI Diploma with minimum of 2 years duration in the wiremen/electrician trade from a Government recognized Institute. OR 10th pass certificate and having valid lift operator license issued by Labour Ministry of State/Central Government; and
- ii) 2. Minimum of 2 years experience as a Lift Mechanic in a lift manufacturing company.

25- Senior System Analyst

Essential Qualification/Experience

B.E. /B.Tech.(Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

OR

M.Sc. (Computer Science)/MCA/M.Tech. (Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

26- System Analyst

Essential Qualification/Experience

- i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.
- ii) 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/ Private organization.

OR

- i) M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA.
- ii) 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/ Private organization.

27- Senior Technical Assistant

Essential Qualification/Experience

- i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.
OR
M.C.A./M.Sc. in Computer Science
- ii) 02 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/ UNIX platforms from a recognized Public/ PUS/ Private organization.

28- Computer Operator

Essential Qualification/Experience

- i) B.Tech/B.E. in Computer Science/ Information Technology from recognized University/Institute with 50% marks.
- ii) Five years of experience in Pay Level 4 and above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in Computer related activity in a reputed institute.

29- Technical Assistant

Essential Qualification/Experience

- i) Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.
- ii) The experience should be in University/ Research establishment /Central / State Govt. / PSU and other autonomous bodies or Private Organization of repute with annual turnover of at least Rs.200/- Crores or more.

30- Junior Technician (CLAR)**Essential Qualification**

12th with Science from a Government recognized board with at least 50% marks

OR

12th from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade.

OR

Diploma in Engineering of three years duration in relevant field from a Government recognized Polytechnic / Institute

31- Junior Operator**Essential Qualification/Experience**

- i) Graduation in any discipline with at least 50% of marks from a recognized University or equivalent with one year or diploma course from any University/Institute in any field related to Computer Science or Electronics.
- ii) Five (05) years experience in Computer related activity in a reputed institute.

32- Statistical Assistant**Essential Qualification**

Bachelor's Degree in Statistics

OR

Bachelor's Degree in Mathematics with Statistics as one of the subjects

OR

Bachelor's Degree in Economics with Statistics as one of the subjects

OR

Bachelor's Degree in Commerce with Statistics as one of the subjects

33- Technician 'A' USIC**Essential Qualification/Experience**

10th passed with ITI certificate in Electrical/Mechanical Engineering etc. with 3 years experience in the relevant* field.

34- Assistant Manager (Guest House)**Essential Qualification/Experience**

Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with five years relevant experience in a minimum three star Hotel.

OR

Diploma in Hotel Management or allied field from a recognized University / Institution with seven years relevant experience in a minimum three star Hotel.

Note:

1. A certificate of the employer with regard to 3 star hotel shall be submitted by the candidate.
2. Such candidate should have a minimum Gross salary of Rs. 45,000 p.m (excluding perks).

35- Cartographic Assistant**Essential Qualification/Experience**

- i) Bachelor's Degree in Geography/ Geology from a recognized University/ Board with 50% marks.
- ii) Mandatory to furnish a certificate of having Experience/ Training in Remote Sensing, Digital Mapping & GPS in a Research/Teaching/ Scientific or Government Cartographic or Geographic Organization.

36- Laboratory Assistant**Essential Qualification/Experience**

- i) Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.
- ii) The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

37- Laboratory Attendant**Essential Qualification**

10+2 with Science stream from any recognized Central/ State Board.

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

38- Staff Nurse**Essential Qualification/Experience****(A)**

- i) B.Sc. (Hons.) in Nursing from a recognized University or Institute; Or Regular course in B.Sc. Nursing from a recognized University or Institute; or Post Basic B.Sc Nursing from a recognized University or Institute; and
- ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN & RM) with State Nursing Council;

OR**(B)**

- i) Diploma in General Nursing Mid-wifery from a recognized Board or Council; and
- ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN & RM) with State Nursing Council; and
- iii) One year's experience in minimum 50 bedded hospitals after acquiring the educational qualification mentioned at B (i) above.

39- Sports Assistant**Essential Qualification**

The candidate should be Bachelor of Physical Education (B. P. Ed) from any institute recognized by National Council for Teacher Education (NCTE).

40- Junior Translator Officer**Essential Qualification/Experience**

- i) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English. With English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

AND

- ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.
- iii) Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.