

Subject to revision by the University as and when necessary, following shall be the details of qualification, experience, age limit etc. for various other than teacher positions in the University.

Sl. No.	Designation	Minimum Qualifications
1	Professor	AS Per UGC Rule
2	Assistant, Professor	AS Per UGC Rule
3	Associate Professor	AS per UGC Rule
#	Lecturer	AS per UGC Rule
	Or	
	Guest lecturer	
	Or	
	Visiting faculty	
	Or	
	Part time Lecturer	

GROUP - A

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| 4. | DIRECTOR | <ul style="list-style-type: none"> • Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • At least 10 years of experience as Assistant Professor or with 7 years of service as Associate Professor, along with experience in educational administration. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Comparable experience in a research establishment or other institution of higher education/Public Sector Undertaking/Autonomous organization/ Multinational organization/Government. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 10 years of administrative experience of which 5 years as Deputy Director or an equivalent post. |
| 5. | LIBRARIAN | <ul style="list-style-type: none"> • Master's Degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale and consistently good academic record. and • At least thirteen years' experience as Deputy Librarian in University Library or any other library of Statutory Organisation or eighteen years' experience as a College Librarian. • Consolidated APIs score of 400 points |

- Evidence of innovative Library service and organization of published work.
Desirable : M.Phil./ Ph.D. Degree in Library Science/ Information Science/ documentation/ Archives and manuscript keeping.
6. **DEPUTY REGISTRAR**
- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale. **and**
 - Nine years of experience as Assistant Professor with experience in educational administration/Public Sector Undertaking/Autonomous organization / Multinational organization/Government.
- OR**
- Comparable experience in research establishment and/ or other institutions of higher education.
- OR**
- 5 years of administrative experience as Assistant Registrar or on an equivalent post.
7. **DEPUTY FINANCE OFFICER**
- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.
- OR**
- Nine years of experience as Assistant Professor with experience in educational administration.
- OR**
- Comparable experience in research establishment and/or other institutions of higher education/Public Sector Undertaking/Autonomous organization/ Multinational organization/Government.
- OR**
- 5 years of administrative experience as Assistant Registrar or in an equivalent post.
Desirable : Preference will be given to candidates with M.Com./MBA (Finance)/ICWA/CA/SAS.
8. **DEPUTY LIBRARIAN**
- Master's Degree in Library Science/ Information Science Documentation with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point Scale
- And**
- Five years experience as an Assistant University Librarian/ College Librarian.
- OR**
- Evidence of innovative Library services, published work and professional commitment.
 - Consolidated score of 300 points.
Desirable : M. Phil / Ph. D Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-keeping, Computerization of Library

9. **DEPUTY CONTROLLER**
- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.
- And**
- Nine years of experience as Assistant Professor with experience in

educational administration.

OR

- Comparable experience in research establishment and/ or other institutions of higher education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government. **OR**
 - 5 years of administrative experience as Assistant Registrar or on an equivalent post.
Desirable : Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.
10. **EXECUTIVE**
- A Bachelors Degree in Civil Engineering with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same
Desirable : Post-Graduate Degree in structures.
11. **INTERNAL
AUDIT OFFICER**
- All India organized Audit and Accounts Services Officers holding analogous posts with at least 3 years experience in similar capacity.
 - Officer qualified in SAS or its equivalent Accounts Service Examination of Central/State Government, holding analogous post and with 9 years' service in the immediate lower cadre.
- OR**
- Officers with at least 9 years service in the cadre of Assistant Registrar/ Accounts Officer with experience in Audit, Accounts and Works Departments of various organizations/Central Universities etc.
12. **ASSISTANT
REGISTRAR AND
ITS EQUIVALENT
POSTS**
- Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.
Desirable : Three years of experience as a Section Officer/ Superintendent in Central/State University offices.
- OR**
- Five years of experience as Assistant Professor/ Lecturer in a college or a University or an autonomous institution with experience in educational administration.
13. **ASSISTANT
FINANCE OFFICER**
- Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.
 - Five years of experience as a Section Officer/Superintendent in Central/ State University offices/Public Sector Undertaking/Autonomous organization /Multinational organization/Government.
Desirable : Preference will be given to candidates with M.Com./M.B.A. (Finance)/ ICWA/ CA/ SAS.
14. **ASSISTANT
CONTROLLER
OF EXAMINATION**
- Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.
 - Five years of experience as a Section Officer/Superintendent in Central/State University offices/Public Sector Undertaking/Autonomous organization/ Multinational organization/Government.
Desirable : Adequate experience in the conduct of University examinations or some other comparable examinations.
15. **PUBLIC
RELATIONS**
- Master's Degree in Communication and Journalism in First or Higher IInd Class from any Indian University or Corresponding degree from a foreign

OFFICER

University.

OR

- Master's degree in any discipline with First Division and P.G. Diploma in Communication and Journalism

AND

- Six years of experience in the editorial Department/ Centre of any established English/ Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent knowledge of speaking English and Hindi.

Desirable : Knowledge of Two or more Indian Languages

16. **MEDICAL OFFICER**

- Medical Graduate (Allopathic) with 5 years experience as General Duty Officer in a residential teaching institution or a hospital of repute.
- Candidate with post-graduate qualifications will be preferred.

17. **INFORMATION SCIENTIST**

- B.E. (Computer Science)

OR

- Master's Degree in Computer Application (MCA)

OR

- Master's Degree in Library and Information Science (M. Lib or M. Lib. Sc.) and Post Graduate Diploma in Computer Application (PGDCA).

OR

- Bachelor's Degree in Library and Information Science (B. Lib or B.Lib.Sc.) with at least three years experience in the field and Post Graduate Diploma in Computer Application (PGDCA).
- All the Degrees/ Diplomas shall be from a recognized University/ Institution with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

18. **DEPUTY DIRECTOR**

- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. **and**
- At least 8 years of experience as Assistant Professor or with 3 years of service as Associate Professor, along with experience in educational administration.

OR

- Comparable experience in a research establishment or other institution of higher education/Public Sector Undertaking/Autonomous organization/ Multinational organization/Government.

OR

- 8 years of administrative experience of which 3 years as Deputy Director or an equivalent post.

19. **SYSTEM**

Any of the following qualifications with at least 55% of the marks or its

- ADMINISTRATOR/** equivalent grade of 'B' in the UGC seven point scale :
- SYSTEM ANALYST**
- B.Tech. (CSE) / B.Tech. (Non-CSE) with experience in Computing
 - M.Sc. (Physical Sciences) with 2 years experience in Computing
 - M.Sc. (Physical Sciences) with PGDCA
 - M.C.A.
20. **ASSISTANT LIBRARIAN**
- Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale plus a consistently good academic record, computerization of library with five years experience.
- Essential** : Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- Age** : Not more than 45 years.
21. **DOCUMENTATION OFFICER**
- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
 - Degree in Library Science or its equivalent from a recognized University with at least five years experience in documentation.
- Desirable** : Experience in Museology / Archeology.
22. **ASSISTANT DIRECTOR**
- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- and**
- At least 5 years of experience as Assistant Professor or with 2 years of service as Associate Professor, along with experience in educational administration.
- OR**
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- Comparable experience in a research establishment or other institution of higher education/Public Sector Undertaking Autonomous organization/ Multinational organization/Government.
- OR**
- 5 years of administrative experience of which 2 years as Section Officer / Superintendent/ Sr. Assistant or an equivalent post.
- GROUP – B**
23. **SECTION OFFICER**
- Graduate in any discipline.
 - Knowledge of Computer Application.
 - 5 years experience as Superintendent/ Sr. Assistant in a State/Central/ Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organization/Multinational organization/Government.
24. **PERSONAL ASSISTANT**
- Graduate in any discipline.
 - Typing speed 40 wpm.

- Proficiency in Stenography
 - A good knowledge of computers.
 - Experience as Stenographer/LDC of not less than 3 years in a State/Central Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organization/Multinational organization/Government.
 - Preference will be given to those qualified in the Stenographers examination held by a State/Central Board or its equivalent examination.
25. **PRIVATE
SECRETARY**
- Graduate in any discipline.
 - Typing speed 40 wpm.
 - Proficiency in Stenography
 - A good knowledge of computers.
 - Experience as Personal Assistant of not less than 3 years in a State/Central/ Deemed University/ Affiliated or Autonomous College/Public Sector Undertaking/ Autonomous organization/ Multinational organisation/Government.
26. **STATISTICAL
OFFICER**
- Graduate with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
 - 5 years of experience as Sr. Assistant/Assistant in a State/Central/ Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/ Autonomous organization/ Multinational organization/Government.
27. **ACCOUNTS
OFFICER**
- Graduate with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
 - 5 years of experience as Sr. Assistant/Assistant in a State/Central/ Deemed University/Affiliated or Autonomous College/ Public Sector Undertaking/Autonomous Organization/Multinational Organization/Government.
 - Adequate knowledge of Accounts
28. **ASSISTANT
ENGINEER**
- A degree in Civil Engineering with 5 years experience supervising Civil works in any State/Central/Deemed University/Affiliated or Autonomous College/ Public Sector Undertaking/Autonomous Organisation/ Multinational Organisation/Government or as a Govt. approved Contractor.
- Age :** Not more than 40 years.
29. **SEMI PROFESSIO
NAL ASSISTANT**
- B.E./B.Tech./MCA/ B.Sc. with specialization in Computer Applications or - equivalent with at least 50% marks from a recognized University.
 - Three years experience in Web Designing and Maintenance, Software Development, Programming, Networking etc.

GROUP - C

30. **COMPUTER OPERATOR**
- A Graduate in Sciences along with a Certificate course in Computer Operations.
- OR**
- Diploma in Computer Programming with three years of experience as Computer/ Data Entry Operator in a State/Central/Deemed University Affiliated or Autonomous College/Public Sector Undertaking/ Autonomous Organisation/ Multinational Organisation/Government.
31. **ASSISTANT**
- A Bachelor's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
 - 3 years' Experience as UDC/ in a State/ Central/ University/Affiliated College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/Government.
32. **JUNIOR ENGINEER**
- A Degree in Civil/ Electrical Engineering with at least one year experience or a Diploma in Civil/ Electrical Engineering with at least three years experience in supervision of erection/maintenance of Civil/Electrical works.
33. **GUEST HOUSE MANAGER**
- 10+2 or its equivalent with 5 years of experience of managing a Canteen or a Mess attached to a Students Hostel or Guest House of a University or institution of higher learning.
34. **TECHNICAL ASSISTANT**
- Diploma in Laboratory Technology or its equivalent from a recognized institution.
 - Two years experience as Laboratory Technician with familiarity in handling sophisticated equipment.
35. **STENOGRAPHER**
- Graduate in any discipline.
 - Qualified in the Stenographers examination held by a State/Central Board or its equivalent examination.
 - Typing speed 40 wpm.
 - Proficiency in Stenography
 - At least two years experience in Stenography with good knowledge of computer operations in a State/ Central/ University/Affiliated College/Public Sector Undertaking/Autonomous organization/Multinational organisation/ Government.
36. **SENIOR OFFICE EXECUTIVE**
- A Graduate or its equivalent with at least 3 years' experience as Lower Division Clerk or equivalent in a State/Central/University/Deemed Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organisation/ Multinational organisation/Government.
37. **LIBRARY ASSISTANT**
- D. Lib. Information Science.
Desirable : Experience and practice of Typing/Data Entry Operation or experience of working in a computerized library.
38. **LAB ASSISTANT**
- B.Sc. with Chemistry/Computer Science/ relevant subject/ BCA
- OR**
- Diploma of 3 years in the relevant field.
Desirable : Certificate course in instrumentation or experience of handling sophisticated instruments or good knowledge of computer maintenance.

39. **OFFICE EXECUTIVE**
- A Graduate with good academic record.
 - A Typing speed of 40 w.p.m. in English.
- Desirable** : Good Knowledge of computer applications.
40. **DATA ENTRY OPERATOR**
- A Graduate with good academic record along with a Certificate course in Computer Operations.
 - A Typing speed of 40 w.p.m. in English.

GROUP - D

41. **CARETAKER**
- 10+2 or equivalent qualification from a recognized Board.
 - Experience of maintenance including sanitation, upkeep & security.
- Age** : Not more than 45 years.

42. **DRIVER**
- Secondary or equivalent examination from a recognized Board.
 - Valid Driving License for Light/ Medium Vehicles.
 - Should have at least 3 years experience of driving and maintenance of vehicles.
- Age** : Not more than 45 years.
43. **ELECTRICIAN**
- Secondary or equivalent examination from a recognized Board along with Industrial Training Institute Certificate in Electrician Trade with at least 60% marks.
 - Two years experience as Electrician in a reputed organization
- Age** : Not more than 45 years.
44. **COOK**
- At least 10th standard pass with experience of at least 3 years in the Kitchen of a Hostel/Canteen/Guest House/Hotel.
- Age** : Not more than 45 years.
45. **COOK-CUM-ATTENDANT**
- Candidate possessing at least 10th standard pass and having experience of at least 3 years in the Kitchen of Hostel/ Canteen/ Guest House.
- Age** : Not more than 45 years.
46. **LIBRARY ATTENDANT**
- 10+2 or its equivalent examination from a recognized Board with certificate course in Library Science from a recognized Institution.
- Age** : Not more than 45 years.
47. **LAB ATTENDANT**
- 10+2 or its equivalent examination with Science subjects from a recognized Board.
- Desirable** : Experience of working in a science laboratory.
- Age** : Not more than 45 years.
48. **PEON/OFFICE ATTENDANT**
- At least 10th standard pass.
- Age** : Not more than 45 years.
49. **KITCHEN**
- At least VIII standard pass with experience of working in a Hostels/Canteen

50. **ATTENDANT/
CLEANER** teen/ Hotel or any large eating – houses.
Age : Not more than 45 years.
- HOSTEL
ATTENDANT** . At least 10th standard pass.
Age : Not more than 45 years.