

**ANNEXURE – I**

**Details of Educational Qualification, Experience**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Number of post(s), Pay Scale and Qualifications</b>
1	Registrar	<p><b>Number of Posts: 1(one)</b> <b>(Tenure for 5 years)</b></p> <p>Scale of Pay: (Rs. 37,400/- - Rs. 67,000/-) G.P.- Rs. 10,000/-</p> <p><b>Essential Qualifications:</b> A Master's Degree in any discipline from a recognized university / Institution with at least 55% marks or its equivalent grade 'B' in UGC seven point scales from recognized University / Institute along with (i) 15 years' of experience as Assistant Professor in the AGP of Rs. 7,000/- and above, or with 8 years of service in the AGP of Rs. 8,000/- and above including as Associate Professor, along with experience in educational administration; or (ii) Comparable experience in research establishment and / or other institutions of higher education; or (iii) 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Preferable:</b> Functional computer literacy; Professional qualification in Public administration, good interpersonal skills. A Ph.D. Degree is desirable but not essential.</p>
2	Finance Officer	<p><b>Number of Posts: 1(one)</b> <b>(Tenure for 5 years)</b></p> <p>Scale of Pay: (Rs. 37,400/- – Rs. 67,000/-) G.P.- Rs. 10,000/-</p> <p><b>Essential Qualifications:</b> A Master's Degree in the relevant discipline with at least 55% marks or its equivalent grade 'B' in UGC seven point scales from a recognized University / Institute. Chartered Accountant with a minimum of fifteen years of experience as Accounts Officer in the AGP of Rs. 7,000 and above or with eight years of service in the AGP of Rs. 8,000 or in an equivalent post in any reputed University or reputed educational institution. Government Officers working in the area of finance and accounts for 20 years may be appointed as Finance Officer either on deputation or for a term.</p> <p><b>Preferable:</b> Computer literacy to oversee installation of appropriate software, and computerization of all finance, accounts and stores related matters; good interpersonal skills.</p>

3	Dy. Librarian	<p><b>Number of Posts: 1(one)</b></p> <p><b>Pay Scale: Pay-15,600-39,100 AGP-8,000</b></p> <p><b>Essential Qualification:</b>  A Master's Degree in Library Science/Information Science / Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and a consistently good academic record.  Five years' experience as an Assistant University Librarian/College Librarian.  Evidence of innovative library service and organization of published work and professional commitment, computerization of library.  Desirable: A M.Phil. / Ph.D. Degree in Library Science / Information Science / Documentation / Achieves and manuscript-keeping / computerization of library.</p>
4	Assistant Registrar (Admin.)	<p><b>Number of Posts: 1(one)</b></p> <p><b>Pay Scale: Rs. 15,600-39,100 GP-5,400</b></p> <p><b>Essential Qualification:</b>  A Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7-point scale from a recognized University/Institution.  Five years of experience of supervisory nature in administrative matter in a University / Research Establishment / other reputed institutions of higher education.  Preference will be given to the candidates having adequate knowledge and experience in the use of state of art tools of communication, computer proficiency, capability of working in multi-task environment and having knowledge of administrative / establishment matters.</p>

5	Personal Secretary to the Vice-Chancellor and Registrar	<p><b>Number of Posts: 2 (Two) 1-UR, 1-OBC/MOBC</b></p> <p><b>Pay Scale: PB-4 Pay-12,000-40,000 GP-6,400</b></p> <p><b>Essential Qualification:</b> Graduation in any subject from a recognized University with at least 55% marks and five years of experience as Personal Assistant in any reputed educational institution, or Postgraduate in any subject from Recognized University with 55% marks and 3 years' experiences as Personal Assistant in any reputed educational institution. Candidates must excel in shorthand with minimum speed of 80 words and have adequate computer proficiency. Fluency in English, Hindi and Local Language.</p>
6	Senior Stenographer	<p><b>Number of Posts: 1(one) UR</b></p> <p><b>Pay Scale: PB-4 Pay (12000-40000) GP-6,000</b></p> <p><b>Essential Qualification:</b> A Bachelor's Degree in any subject from recognized University / Institution with 55% marks having a minimum of eight years of experience for Graduate / five years for postgraduate with shorthand with a minimum speed of 140 words. The candidate must have adequate knowledge of computer.</p>
7	Superintendent	<p><b>Number of Posts: 1(one) UR</b></p> <p><b>Pay Scale: PB-3 Pay (8000-35000) GP-4,600</b></p> <p><b>Essential Qualification:</b> A Bachelor Degree in any subject from a recognized University/ Institution with a Minimum of 5 years of experience of which three years shall be as Junior Assistant in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidates must have adequate computer proficiency.</p>
8	Accountant	<p><b>Number of Posts: 1(one) UR</b></p> <p><b>Pay Scale: PB-3 Pay (8000-35000) GP-4,600</b></p> <p><b>Essential Qualification:</b> A Master Degree in Commerce from a recognized University/ Institution with minimum experience of two years as Junior Accountant in any University / Central or State Government Organization. The candidates must have adequate computer proficiency in Tally ERP. Or a qualified Chartered Accountant with Article ship experience or B.Com. from a recognized University / Institution with minimum 3 years' experience as Junior Accountant.</p>

9	Junior Stenographer	<p><b>Number of Posts: 1(one) UR</b></p> <p><b>Pay Scale: PB-3 Pay (8000-35000) GP-4,600</b></p> <p><b>Essential Qualification:</b>  A Bachelor's Degree from recognized University / Institution having minimum of two years of experience.  A Bachelor Degree / one year for postgraduate and Shorthand with a minimum speed of 80 Words. Presentation, communication and decision making skills, fluency in English, Hindi and Local Languages. The candidate must have adequate knowledge of computer.</p>
10	Staff Nurse	<p><b>Number of Post: 1(one) UR</b></p> <p><b>Pay Scale: (Rs. 5,200-20,000) GP-2,900/-</b></p> <p><b>Essential Qualification:</b>  Diploma in General Nursing and Midwifery or B.Sc. Nursing degree from a recognized University/ Institution and Registered as a Nurse in the State Nursing Council Register. Candidates should have at least two years of experience in a reputed hospital or nursing home.</p>
11	Library Assistant	<p><b>Number of Posts: 3 (Three) 2-UR, 1- ST(P)</b></p> <p><b>Pay Scale: PB-2 Pay (5200 -20200) GP-2,900</b></p> <p><b>Essential Qualification:</b>  A Bachelor's Degree in any discipline from a recognized University/ Institution with Bachelor's Degree in Library Science with good academic records. Knowledge of computerization of Library is essential. Preference will be given to candidate having Post Graduate degree with previous experience in this line of work.</p>
12	Accounts Assistant	<p><b>Number of Posts: 1 (One) 1-OBC/MOBC</b></p> <p><b>Pay Scale: PB-2 Pay (5200 -20200) GP-2,900</b></p> <p><b>Essential Qualification:</b>  A Bachelor's Degree in Commerce from a recognized University / Institution with minimum 3 years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer in Tally ERP.</p>
13	Junior Superintendent	<p><b>Number of Posts: 1 (one), 1-SC</b></p> <p><b>Pay Scale: PB-2 Pay (5200-20200) GP-2,900</b></p> <p><b>Essential Qualification:</b>  A Bachelor's Degree in any discipline from a recognized University / Institution with minimum 3 years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer.</p>

14	Guest House Caretaker	<p><b>Number of Posts: 1(one) UR</b></p> <p><b>Pay Scale: PB-2 Pay (5200-20200) GP-2,900</b></p> <p><b>Essential Qualification:</b> A Bachelor's Degree in any discipline from a recognized University / Institution with a minimum three years working experience in an equivalent position in any University / Institutions / Central or State Government Organization. The candidate must have adequate knowledge of computer.</p>
15	Record Keeper	<p><b>Number of Posts: 1(one) UR</b></p> <p><b>Pay Scale: PB-2 Pay (5200-20200) GP-2,300</b></p> <p><b>Essential Qualification:</b> 10<sup>th</sup> Standard pass and a minimum two years of working experience in an equivalent position in any University / Institutions / Central or State Government Organization / Higher Secondary council or Board of Secondary Education.</p>
16	Head Cook	<p><b>Number of Post: 1 (one) UR</b></p> <p><b>Pay Scale: PB-2 (Rs. 5,200 – 20,200) GP-2,000/-</b></p> <p><b>Essential Qualification:</b> 8 Standard pass and having at least as cook in guest house or a mess attached to a hostel in any institution of higher learning having experienced in the preparation of vegetarian and non-vegetarian food items including south Indian and north Indian, Mughlai and western food.</p>
17	Cook	<p><b>Number of Posts: 1(one) OBC/MOBC</b></p> <p><b>Pay Scale: PB-1 Pay (4560-15000) GP-1,700</b></p> <p><b>Essential Qualification:</b> 8th Standard pass and having two years of experience as Cook in a Hostel / Guest House / Canteen or a mess attached to a hostel in any institution of higher learning having experience in preparation of vegetarian and non-vegetarian food items.</p>
18	Gardener	<p><b>Number of Posts: 1(one) 1-UR</b></p> <p><b>Pay Scale: PB-1 Pay (4560-15000) GP-1,700</b></p> <p><b>Essential Qualification:</b> 8th Standard pass and having adequate skills in the relevant field with at least two years of experience.</p>
19	Attendant	<p><b>Number of Posts: 3(Three) 2-UR, 1-OBC/MOBC</b></p> <p><b>Pay Scale: PB-1 Pay (4560-15000) GP-1,700</b></p> <p><b>Essential Qualification:</b> 8th Standard pass and shall have the ability to read, write and communicate with at least two years of experience in any University/Central or State Government Organization / Higher Secondary Council or Board of Secondary education.</p>

**Details of Post Contractual Positions:**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Number of post(s), Pay Scale and Qualifications</b>
20	Resident Doctor	<b>Number of Post: 2 (two) Salary - Negotiable</b> <b>i) General Physician</b> <b>Essential Qualification:</b> MBBS / MD Degree from a recognised University and accredited by Medical Council of India.  <b>ii) Gynaecologist</b> <b>Essential Qualification:</b> MBBS degree along with degree or diploma in gynaecology from a recognised university duly accredited by Medical Council of India.