DETAILS OF THE PRESCRIBED PAY SCALES, QUALIFICATIONS AND EXPERIENCE

1. **VETERINARY OFFICER:-** Pay Band-3 of Rs.15600-39100 with GP Rs.5400

    Essential Qualification:
    B.V.Sc. with 5 years experience in care and handling of Laboratory Animals.

    Desirable:
    Experience in Management of animal house of any recognized Institution

2. **ASSISTANT REGISTRAR** : Pay Band-3 of Rs.15600-39100 with Grade Pay of Rs.5400

    Age Limit: 35 Years

    Essential: Good academic record plus Masters degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

    Desirable:

    1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.

    2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

    Note:

    1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.

    2. He is expected to handle independently one or more functions related to Educational Administration/Examinations/GeneralAdministration/Purchase/Establishment /Accounts & Finance/ Project management/ HR/Legal.

    3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.

4. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.

5. All the direct recruits should possess working knowledge of computers.

3. **SECTION OFFICER** : Pay Band-2 of Rs.9300-34800 with Grade Pay of Rs.4600

Age Limit: 35 years

Essential:-

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application /Office Management / Secretarial Practice/Financial Management/Accounts or equivalent Discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice /Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 6 Years of Administrative Experience

4. **SECURITY OFFICER:-** Pay Band -2, 9300-34800 with GP Rs. 4600

Age Limit: 45 Years**.**

Essential Qualification:

1. A Graduate or an equivalent qualification from a recognized University.

2. At least 15 years experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Subedar or an equivalent position with exemplary service.

3. Holding a Valid Driving License to ride Jeep/Motor Cycle.

Desirable:

1. Completion of a Course in Fire Fighting or unarmed Combat Course in Army or Para- Military Force.

2.   Should be able to speak English and Hindi.

5.   **SENIOR ASSISTANT** : Pay Band – 2 of Rs.9300-34800 with Grade Pay of Rs.4200/-

   Age Limit : 30 Years

   Essential :

   1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge or computers, and Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management /Secretarial Practice /Financial Management / Accounts or equivalent discipline
                                                OR
   Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

   2. Minimum 4 years of Administrative experience.

   Note :

   1.   The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examination/General Administration/House Keeping/Establishment /HR/Legal/Purchase/Accounts &Finance/Project management/Public Relations.

   2.   All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.

   3.   The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.

   4.   All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

6.   **Senior Technical Assistant (Computer)**
     Pay Band – 2 of Rs.9300-34800 with Grade Pay of Rs.4200/-

Age Limit : 35 Years

Essential : MCA **Or** M.Sc. (Computer Science/IT) from a recognized University / Institute with one years experience **Or** B.Tech./B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one years experience in relevant area.

Note : All the direct recruits will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/practical test and interview.

7. **ASSISTANT** : Pay Band-1 of Rs.5200-20200 with Grade Pay Rs.2400

Age Limit : 30 Years

Essential :

1. A Graduate from a recognized University in nay discipline with working knowledge of computers and
Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 2 years of Administrative Experience.

8. **AUXILIARY NURSE MIDWIFE** : Pay Band-1 of Rs.5200-20200 with Grade Pay Rs.2400

E.Q. :

1. Certificate of Auxiliary Nurse and Midwife from a recognized Institution.

2. Registered as Auxiliary Nurse Midwife with a recognized Nursing Council.

9. **LABORATORY ASSISTANT (STORE)** **:** Pay Band -1 of Rs.5200-20200 with GP Rs.2000

Essential Qualification :-

1. B.Sc./B.Com.

2. One year practical experience in the relevant field after obtaining Degree.

OR

1. SSC/Intermediate (Science/Commerce)
2. At least six years experience in the relevant field after obtaining Degree.

10. **JUNIOR ASSISTANT :-** Pay Band -1 of Rs.5200-20200 with GP Rs.1900

Age Limit : 27 years.

Essential Qualification :-

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University and
Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.
                            OR
Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi typewriting through Computers.

11. **M.T.S. LABORATORY :** Pay Band -1 of Rs.5200-20200 with GP Rs.1800

Age Limit : 27 years

Essential: Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized Board .

Note: All the direct recruits will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.

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