

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIREMENTS, ETC.**S/N: 01**

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| 1 | Name of Post | FINANCE OFFICER |
| 2 | Age Limit for Direct Recruits | Preferably below 57 years |
| 3 | Educational and other qualifications required for direct recruits | Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education. OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. |
| 4 | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods. | Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier. (Eligible for reappointment after the observance of the due selection process.) |
| 5 | In case of recruitment by deputation, grades from which deputation to be made. | Deputation: Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. OR University System/ Other organisation subject to fulfilment of qualification as indicated under col. 3 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. |

S/N: 02

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| 1 | Name of Post | INTERNAL AUDIT OFFICER |
| 2 | Age Limit for Direct Recruits | 56 years |
| 3 | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods. | Deputation |
| 4 | In case of recruitment by deputation, grades from which deputation to be made. | Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. |

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| 1 | Name of Post | INTERNAL AUDIT OFFICER |
| | | OR With three years regular service in Level 11 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. OR With five years regular service in Level 10 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. |

S/N: 03

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| 1. | Name of Post | MEDICAL OFFICER (Female) |
| 2. | Age Limit for Direct Recruits | 40 Years |
| 3. | Educational and other qualifications are required for direct recruits. | Postgraduate in Medicine from a recognized Institution by the Medical Council of India OR MBBS recognized by the Medical Council of India with relevant working experience of two years in a Government Hospital or Hospital recognized by the Government or corporate hospital. Desirable: For the post of Female Medical Officer - one year hospital experience in Obstetrics and Gynecology. |
| 4. | Period of probation if any | 2 Years for direct recruits |

S/N: 04

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| 1 | Name of Post | ASSISTANT LIBRARIAN |
| 2 | Age Limit for Direct Recruits | 40 years |
| 3 | Educational and other qualifications required for direct recruits | Essential: 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 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: <i>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 / Bylaws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the</i> |

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| 1 | Name of Post | ASSISTANT LIBRARIAN |
| | | <p>requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:</p> <ol style="list-style-type: none"> The Ph.D. degree of the candidate has been awarded in regular mode. The Ph.D. thesis has been evaluated by at least two external examiners. Open Ph.D. viva voce of the candidate had been conducted. 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. 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. <p>Note:</p> <ol style="list-style-type: none"> The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. 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. |

S/N: 05

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| 1 | Name of Post | PRIVATE SECRETARY |
| 2 | Age Limit for Direct Recruits | 35 Years |
| 3 | Educational and other qualifications required for direct recruits | <p>Essential:</p> <ol style="list-style-type: none"> A bachelor's degree from a recognized University / Institute. At least 03 Years' experience as Personal Assistant in a University / Research establishment / Central / State Govt. / PSU and other autonomous bodies. English / Hindi Stenography speed @ 120 w.p.m. in English or 100 w.p.m. in Hindi English / Hindi Type speed @ 35 w.p.m. in English or 30 w.p.m. in Hindi. Knowledge of computer applications. <p>Skill Test Norms on Computer:</p> <ol style="list-style-type: none"> Dictation: 10 minutes @ 120 w.p.m. (English) / 100 w.p.m. (Hindi) Transcription: 50 minutes (English) / 60 minutes (Hindi). <p>Desirable: Proficiency in English & good communication skills.</p> |
| 4 | Period of probation if any | 2 Years for direct recruits |

S/N: 06

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| 1 | Name of Post | TECHNICAL ASSISTANT (Laboratory) |
| 2 | Age Limit for Direct Recruits | 30 Years |
| 3 | Educational and other qualifications required for direct recruits | Essential: Bachelor's degree in chemical sciences, Life Sciences, Environmental Science or any other relevant subject (as per the requirement of the post) from a recognized university/Institute with three years' experience in the field of related laboratory from any university /college/ research laboratory. Desirable: <ol style="list-style-type: none"> Experience in handling laboratory equipment and computers. Good Command over English and Hindi. |
| 4 | Period of probation if any | 2 years for direct recruits |

S/N: 07

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| 1 | Name of Post | LOWER DIVISION CLERK |
| 2 | Age Limit for Direct Recruits | 30 Years |
| 3 | Educational and other qualifications required for direct recruits | Essential: <ol style="list-style-type: none"> A bachelor's degree from any recognized Institute/ University. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) Proficiency in Computer Operations. |
| 4 | Period of probation if any | 2 years for direct recruits |

S/N: 08

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| 1. | Name of Post | KITCHEN ATTENDANT |
| 2. | Age Limit for Direct Recruits | 32 Years |
| 3. | Educational and other qualifications required for direct recruits | Essential: (i) 10th Pass from any State/ Central School / Board. OR ITI Trade Certificate in the relevant trade. (ii) Two years' experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University |
| 4. | Period of probation if any | 2 years for direct recruits |