

## Non-Teaching Staff Eligibility Criteria

Sr. No.	Name of the Post	Qualification	Experience
1.	Office Assistant	<p><b>Qualifications &amp; Experience:</b></p> <p><b>Essential:</b></p> <p>I. Master's and Bachelor's degree with at least 65% marks or its equivalent grade in a point scale (at both Master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p> <p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</p> <p style="text-align: center;"><b>and</b></p> <p><b>Desirable:</b></p> <p>I. Specialization in HR Management / Examinations with at least 2 years' experience and should also have knowledge related to examinations, academics, establishment, general administration, R&amp;D, student affairs, accounts, secretarial practices in interdepartmental/Govt. correspondence and other related tasks.</p>	<p>Min 3 years of relevant experience in Education administration / University level / Educational Institution</p>
2.	Dy. Controller of Examination	<p><b>Qualifications &amp; Experience:</b></p> <p><b>Essential:</b></p> <p>I. Master's and Bachelor's degree with at least 65% marks or its equivalent grade in a point scale (at both Master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p> <p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</p> <p style="text-align: center;"><b>And</b></p> <p>III. Holding analogous post.</p> <p><b>Desirable:</b></p> <p>I. Qualifications: A degree in Management / Engineering / Law.</p> <p>II. Experience: in IT / Administration / Legal / Finance / Establishment Matters</p>	<p>Min 9 years of experience as Assistant Professor OR Min 5 years' experience as Assistant Controller of Examination including 3 years' experience in Educational Administration</p>

3.	Section Officer	<p><b>Qualifications &amp; Experience:</b>  <b>Essential:</b></p> <p>I. Master's and Bachelor's degree with at least 65% marks or its equivalent grade in a point scale (at both Master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p> <p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must. Stenography with minimum speed of 100 w.p.m.</p> <p style="text-align: center;"><b>and</b></p> <p>III. Holding analogous post.</p>	<p>Min 8 years of relevant experience in examinations, academics, establishment, general administration, R&amp;D, student affairs, accounts, secretarial practices in interdepartmental/Govt. correspondences and other related tasks</p>
4.	Assistant Registrar (Student Relations & Welfare)	<p><b>Qualifications &amp; Experience:</b>  <b>Essential:</b></p> <p>I. Master's and Bachelor's degree with at least 65% marks or its equivalent grade in a point scale (at both Master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p> <p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</p> <p style="text-align: center;"><b>and</b></p> <p>III. Holding analogous post.</p> <p><b>Desirable:</b></p> <p>I. Qualifications: A degree in Management / Engineering / Law.  II. Experience: in IT / Administration / Legal / Finance / Establishment Matters</p>	<p>Min 6 years of relevant experience in , student affairs, establishment, general administration and other related tasks</p>
5.	Accounts Assistant	<p><b>Qualifications &amp; Experience:</b>  <b>Essential:</b></p> <p>I. Master's and Bachelor's degree with at least 65% marks or its equivalent grade in a point scale (at both Master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p> <p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</p> <p style="text-align: center;"><b>and</b></p> <p>III. Candidate must have completed certificate course n Talley</p> <p><b>Desirable:</b></p> <p>I. Specialization in Accountancy / Finance with at least 5 years' experience and should have the knowledge of Talley &amp; Accounts finalization, Taxation,</p>	<p>At least 3 years of relevant experience</p>

		Audits, Budget preparation, Customer follow-up, Bank Transactions, reconciliation, ensuring implementation of working of leading / building the team	
6.	Lab Assistant	<p><b>Qualifications &amp; Experience:</b>  <b>Essential:</b></p> <ol style="list-style-type: none"> <li>I. Diploma in Computer Science/Application, IT, Civil, Mechanical, Electrical Engineering / Electronics &amp; Telecommunication Engineering, Pharmacy with at least 65% marks or its equivalent grade in a point scale from recognized University / Institute.</li> </ol> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</li> </ol> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>III. Holding analogous post.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>I. Proficiency in Computer network lab.</li> <li>II. Strong understanding of relevant lab infrastructure and equipment in the lab</li> <li>III. Ability to implement, administer and troubleshoot devise in the lab</li> </ol>	Min 2 years' relevant work experience in handling labs and experiments in the laboratory
7.	Lab Technician	<p><b>Qualifications &amp; Experience:</b>  <b>Essential:</b></p> <ol style="list-style-type: none"> <li>I. Bachelors' degree in Engineering/Technology, Business Administration, English, Physics, Chemistry, Mathematics, Computer Science/Application, IT, Pharmacy, Forensic Science with at least 65% marks or its equivalent grade in a point scale (at Bachelor's level) from recognized University / Institute.</li> </ol> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</li> </ol> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>III. Holding analogous post.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>I. Proficiency in Computer network lab.</li> <li>II. Strong understanding of relevant lab infrastructure and equipment in the lab</li> </ol>	Min 2 years' relevant work experience in handling labs and experiments in the laboratory

		<p>III. Ability to implement, administer and troubleshoot device in the lab</p> <p><b>Desirable:</b></p> <p>I. Strong understanding of computer network infrastructure</p> <p>II. Ability to implement, administer and troubleshoot network infrastructure devices</p> <p>III. Knowledge of application transport and network infrastructure protocols</p>	
8.	System Administrator	<p><b>Qualifications &amp; Experience:</b></p> <p><b>Essential:</b></p> <p>I. Masters' and Bachelors' degree in Computer Science/Application, IT Electrical Engineering / Electronics &amp; Telecommunication Engineering with at least 65% marks or its equivalent grade in a point scale (at both Master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p> <p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</p> <p style="text-align: center;"><b>and</b></p> <p>III. <b>CCNA/MCSE/MCITP certified</b></p> <p>IV. Holding analogous post</p> <p style="text-align: center;"><b>And</b></p> <p><b>Desirable:</b></p> <p>I. Proficiency in Computer network lab.</p> <p>II. Strong understanding of relevant lab infrastructure and equipment in the lab</p> <p>III. Ability to implement, administer and troubleshoot device in the lab</p> <p><b>Desirable:</b></p> <p>I. Strong understanding of computer network infrastructure</p> <p>II. Ability to implement, administer and troubleshoot network infrastructure devices</p> <p>III. Knowledge of application transport and network infrastructure protocols Proficiency in virtualization technologies (e.g., VMware, Hyper-V)</p>	<p>Min 5 years' relevant work experience in software development of ERP, computer programming and in conducting training program in Computer Science/Engineering with proven experience in system administration and IT support. Familiarity with various operating systems, including Windows, Linux and macOS</p>
9.	Senior Network Technician	<p><b>Qualifications &amp; Experience:</b></p> <p><b>Essential:</b></p> <p>I. Bachelors' degree in Computer Science/Application, IT Electrical Engineering / Electronics &amp; Telecommunication Engineering with at least 65% marks or its equivalent grade in a point scale (at both Master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p>	<p>Min 3 years' relevant work experience in software development of ERP, computer programming and in conducting training program in Computer Science/Engineering with proven experience in network administration support. Proficiency in configuring and troubleshooting network devices and</p>

		<p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</p> <p style="text-align: center;"><b>and</b></p> <p>III. CompTIA Network+, Cisco CCNA or equivalent</p> <p style="text-align: center;"><b>and</b></p> <p>IV. Holding analogous post</p> <p><b>Desirable:</b></p> <p>I. Strong understanding of computer network infrastructure</p> <p>II. Ability to implement, administer and troubleshoot network infrastructure devices</p> <p>III. Knowledge of application transport and network infrastructure protocols.</p>	<p>protocols and having good knowledge of network security best practices and protocols. Must possess familiarity with telecommunication systems and VoIP technologies</p>
10.	Junior Network Technician	<p><b>Qualifications &amp; Experience:</b></p> <p><b>Essential:</b></p> <p>I. Diploma in Computer Science/Application, IT Electrical Engineering / Electronics &amp; Telecommunication Engineering with at least 65% marks or its equivalent grade in a point scale from recognized University / Institute.</p> <p style="text-align: center;"><b>and</b></p> <p>II. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office applications – M.S Word, Excel, and Power point is a must.</p> <p style="text-align: center;"><b>and</b></p> <p>III. Holding analogous post</p> <p><b>Desirable:</b></p> <p>I. Proficiency in Computer network lab.</p> <p>II. Strong understanding of relevant lab infrastructure and equipment in the lab</p> <p>III. Ability to implement, administer and troubleshoot devise in the lab</p>	<p>Min 2 years' relevant work experience in handling labs and experiments in the laboratory</p>