

01	Name of the Post	Deputy Registrar(Academics & Administration); Deputy Registrar (Finance & Accounts)
02	No. of Post(s)	02 (Two); One each for Administration and Finance & Accounts
03	Classification	Group A
04	Age Limit for Direct Recruitment	Not exceeding 55 years.
05	Nature of Appointment	Direct Recruitment / Deputation / Transfer on Deputation / Promotion
6.a	Direct Recruitment	<p>QUALIFICATIONS & EXPERIENCE:</p> <p>Essential:</p> <p>iii. Master's and bachelor's degree in any discipline with at least 65% marks or its equivalent grade in a point scale (at both Masters and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;">and</p> <p>iv. Must possess excellent communication skills in English Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>v. Holding analogous post.</p> <p style="text-align: center;">or</p> <p>iii. With at least 9 years of experience as Assistant Professor in the AGP of Rs. 6000/- (Level 10 of the 7th pay CPC) or above; with 3 years' experience in educational administration.</p> <p style="text-align: center;">or</p> <p>iii. With at least 5 years of experience as Assistant Registrar or equivalent post in the AGP of Rs. 5400/- (Level 9A of the 7th pay CPC) or above; with 3 years' experience in educational administration.</p> <p style="text-align: center;">or</p> <p>iii. Comparable experience in Research establishment and/or other institutions of Higher Education.</p> <p>Desirable:</p> <p>i. Qualifications: A degree in Management / Engineering / Law.</p> <p>ii. Experience: in IT / Administration / Legal / Finance / Establishment Matters.</p> <p>iii. A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar(Finance & Accounts).</p>
6.b	On Deputation / Transfer on Deputation/ on Contract basis	On tenure for a period of 3 years (extendable by 3 years) or till attaining the age of 60 years whichever is earlier. Officers under the Central Govt. / State Govt. / Universities / JSPM Institutes / recognised Research Institutes / Institutes of National Importance / Govt. Laboratory / PSU / Industry and having QUALIFICATIONS & EXPERIENCE as mentioned in 6.a for Direct recruitment.
6.c	On Promotion	Assistant Registrar with a regular service of 10 years of which at least 5 years in the AGP of Rs. 6000/- (Level 10 of the 7 th pay CPC) or above; and minimum "Very Good" ACR (averaged rating) in previous 5 years. Age no bar.
07	Period of Probation (if any)	One year (only for direct recruitment).
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Assistant Registrar(Academics); Assistant Registrar(Administration); Assistant Registrar(Finance & Accounts)
02	No. of Post(s)	03 (Three)
03	Classification	Group A
04	Age Limit for Direct Recruitment/ Deputation / Transfer on Deputation	Not exceeding 45 years.
05	Nature of Appointment	Direct Recruitment / Deputation / Transfer on Deputation / Promotion
6.a	Direct Recruitment	<p>QUALIFICATIONS & EXPERIENCE:</p> <p>Essential:</p> <p>i. Master's and bachelor's degree in any discipline with at least 65% marks or its equivalent grade in a point scale (at both Masters and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;">and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>iii. Holding analogous post.</p> <p style="text-align: center;">or</p> <p>iii. With at least 6 years of experience as Section Officer or equivalent in the AGP of Rs. 4800/- (Level S17 of the 7th pay CPC) or above; with 3 years' experience in educational administration.</p> <p style="text-align: center;">or</p> <p>iii. Comparable experience in Research establishment and/or other institutions of Higher Education.</p> <p>Desirable:</p> <p>i. Qualifications: A degree in Management / Engineering / Law.</p> <p>ii. Experience: in IT / Administration / Legal / Finance / Establishment Matters.</p>
6.b	On Deputation / Transfer on Deputation/ on contract basis	<p>A person holding analogous post on regular basis (or) at least six years of experience as Section Officer or equivalent working in the AGP of Rs. 4800/- (Level S17 of the 7th pay CPC) or above.</p> <p>Officers under the Central Govt. / State Govt. / Universities / JSPM Institutes / recognised Research Institutes / Institutes of National Importance / Govt. Laboratory / PSU / Industry having QUALIFICATIONS & EXPERIENCE as mentioned in 6.a for Direct recruitment.</p>
6.c	On Promotion	<p>From Section Officer or equivalent with at least 6 years of regular service in the category of Section Officer in the AGP of Rs. 4800/- (Level S17 of the 7th pay CPC) or above; and minimum "Very Good" ACR (averaged rating) in previous 3 years.</p> <p>Age no bar.</p>
07	Period of Probation (if any)	One year (only for direct recruitment).
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Deputy Controller of Examination
02	No. of Post(s)	01(One)
03	Classification	Group A
04	Age Limit for Direct Recruitment	Not exceeding 55 years.
05	Nature of Appointment	Direct Recruitment / Deputation / Transfer on Deputation / Promotion
6.a	Direct Recruitment	<p>QUALIFICATIONS & EXPERIENCE:</p> <p>Essential:</p> <p>i. Master's and bachelor's degree in any discipline with at least 65% marks or its equivalent grade in a point scale (at both Masters and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;">and</p> <p>i. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>ii. Holding analogous post.</p> <p style="text-align: center;">Or</p> <p>i. With at least 9 years of experience as Assistant Professor in the AGP of Rs. 6000/- (Level 10 of the 7th pay CPC) or above; with 3 years' experience in educational administration.</p> <p style="text-align: center;">or</p> <p>iii. With at least 5 years of experience as Assistant Controller of Examination or equivalent post in the AGP of Rs. 5400/- (Level 9A of the 7th pay CPC) or above; with 3 years' experience in educational administration.</p> <p style="text-align: center;">or</p> <p>iii. Comparable experience in Research establishment and/or other institutions of Higher Education.</p> <p>Desirable:</p> <p>i. Qualifications: A degree in Management / Engineering / Law.</p> <p>ii. Experience: in IT / Administration / Legal / Finance / Establishment Matters.</p>
6.b	On Deputation / Transfer on Deputation/ on Contract basis	<p>On tenure for a period of 3 years (extendable by 2 years) or till attaining the age of 60 years whichever is earlier.</p> <p>Officers under the Central Govt. / State Govt. / Universities / JSPM Institutes / recognised Research Institutes / Institutes of National Importance / Govt. Laboratory / PSU / Industry and having QUALIFICATIONS & EXPERIENCE as mentioned in 6.a for Direct recruitment.</p>
6.c	On Promotion	Assistant Controller of Examinations with a regular service of 10 years of which at least 5 years in the AGP of Rs. 6000/- (Level 10 of the 7 th pay CPC) or above; and minimum "Very Good" ACR (averaged rating) in previous 5 years. Age no bar.
07	Period of Probation (if any)	One year (only for direct recruitment).
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Assistant Controller of Examination
02	No. of Post(s)	01 (One)
03	Classification	Group A
04	Age Limit for Direct Recruitment/ Deputation / Transfer on Deputation	Not exceeding 35 years.
05	Nature of Appointment	Direct Recruitment / Deputation / Transfer on Deputation / Promotion
6.a	Direct Recruitment	<p>QUALIFICATIONS & EXPERIENCE:</p> <p>Essential:</p> <p>i. Master's and bachelor's degree in any discipline with at least 65% marks or its equivalent grade in a point scale (at both Masters and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;">and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>iii. Holding analogous post.</p> <p style="text-align: center;">or</p> <p>iii. With at least 6 years of experience as Section Officer or equivalent in the AGP of Rs. 4800/- (Level S17 of the 7th pay CPC) or above; with 3 years' experience in educational administration.</p> <p style="text-align: center;">or</p> <p>iii. Comparable experience in Research establishment and/or other institutions of Higher Education.</p> <p>Desirable:</p> <p>i. Qualifications: A degree in Management / Engineering / Law.</p> <p>ii. Experience: in IT / Administration / Legal / Finance / Establishment Matters.</p>
6.b	On Deputation / Transfer on Deputation/ on contract basis	<p>A person holding analogous post on regular basis (or) at least six years. experience as Section Officer or equivalent working in the AGP of Rs. 4800/- (Level S17 of the 7th pay CPC) or above.</p> <p>Officers under the Central Govt. / State Govt. / Universities / JSPM Institutes / recognised Research Institutes / Institutes of National Importance / Govt. Laboratory / PSU / Industry having QUALIFICATIONS & EXPERIENCE as mentioned in 6.a for Direct recruitment.</p>
6.c	On Promotion	<p>From Section Officer or equivalent with at least 6 years of regular service in the category of Section Officer in the AGP of Rs. 4800/- (Level S17 of the 7th pay CPC) or above; and minimum "Very Good" ACR (averaged rating) in previous 3 years.</p> <p>Age no bar.</p>
07	Period of Probation (if any)	One year (only for direct recruitment).
08	Age of Superannuation	<p>60 years.</p> <p>For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years</p>

01	Name of the Post	Section Officer (Examinations) Section Officer (Finance & Accounts) Section Officer (Establishment)
02	No. of Post(s)	03 (Three)
03	Classification	Group B
04	Age Limit for Direct Recruitment	Not exceeding 45 years.
05	Nature of Appointment	Direct Recruitment / On Deputation / Transfer on Deputation
6.a	Direct Recruitment	<p>QUALIFICATIONS & EXPERIENCE: Essential:</p> <p>i. Master's and bachelor's degree in any discipline 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. and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must. . Stenography with minimum speed of 100 w.p.m. and</p> <p>iii. Holding analogous post. or</p> <p>iii. With at least 8 years of relevant experience related to examinations, academics, establishment, general administration, R&D, student affairs, accounts, secretarial practices in interdepartmental/Govt. correspondence, and other related tasks.</p>
6.b	On Deputation / Transfer on Deputation/ on contract basis	Officers under the Central Govt. / State Govt. / Universities / JSPM Institutes / recognised Research Institutes / Institutes of National Importance / Govt. Laboratory / PSU / Industry having QUALIFICATIONS & EXPERIENCE as mentioned in 6.a for Direct recruitment.
07	Period of Probation (if any)	One year (only for direct recruitment).
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Office Assistant (Establishment-3, Controller of Examination-2)
02	No. of Post(s)	05 (Five)
03	Classification	Group C
04	Age Limit for Direct Recruitment	Not exceeding 35 years.
05	Nature of Appointment	Direct Recruitment
6.a	Direct Recruitment	<p>QUALIFICATIONS & EXPERIENCE:</p> <p>Essential:</p> <p>i. Master's and Bachelor's degree with at least 65% marks or its equivalent grade in a point scale (at both Masters and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;">and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>Desirable:</p> <p>i. Specialization in HR Management/Examinations with at least 2 years' experience and should also have the knowledge related to examinations, academics, establishment, general administration, R&D, student affairs, accounts, secretarial practices in interdepartmental/Govt. correspondence, and other related tasks.</p>
07	Period of Probation (if any)	One year.
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	System Administrator
02	No. of Post(s)	08 (Eight)
03	Classification	Group C
04	Age Limit for Direct Recruitment	Not exceeding 45 years.
05	Nature of Appointment	Direct Recruitment
6.a	Direct Recruitment	<p>QUALIFICATIONS & EXPERIENCE:</p> <p>Essentials:</p> <p>i. Master's and bachelor's degree in Computer Science/Application, IT, Electrical Engineering / Electronics & 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;">and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>iii. CCNA/MCSE/MCITP certified.</p> <p style="text-align: center;">and</p> <p>iii. Holding analogous post.</p> <p style="text-align: center;">or</p> <p>iii. Minimum of 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> <p>Desirable:</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>
07	Period of Probation (if any)	One year.
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Senior Network Technician
02	No. of Post(s)	08 (Eight)
03	Classification	Group C
04	Age Limit for Direct Recruitment	Not exceeding 45 years.
05	Nature of Appointment	Direct Recruitment
6.a	Direct Recruitment	<p>QUALIFICATION AND EXPERIENCE:</p> <p>Essentials:</p> <ul style="list-style-type: none"> i. Bachelor's degree in Computer Science/Application, IT, Electrical Engineering / Electronics & 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 style="text-align: center;">and</p> <ul style="list-style-type: none"> ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must. <p style="text-align: center;">and</p> <ul style="list-style-type: none"> iii. CompTIA Network+, Cisco CCNA, or equivalent <p style="text-align: center;">and</p> <ul style="list-style-type: none"> iii. Holding analogous post. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> i. Minimum of 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 and support. Proficiency in configuring and troubleshooting network devices and protocols and having good knowledge of network security best practices and protocols. Must possess familiarity with telecommunication systems and VoIP technologies. <p>Desirable:</p> <ul style="list-style-type: none"> i. Strong understanding of computer network infrastructure. ii. Ability to implement, administer, and troubleshoot network infrastructure devices. iii. Knowledge of application transport and network infrastructure protocols.
07	Period of Probation (if any)	One year.
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Junior Network Technician
02	No. of Post(s)	08 (Eight)
03	Classification	Group C
04	Age Limit for Direct Recruitment	Not exceeding 35 years.
05	Nature of Appointment	Direct Recruitment
6.a	Direct Recruitment	<p>QUALIFICATIONS AND EXPERIENCE:</p> <p>Essentials:</p> <p>i. Diploma in Computer Science/Application, IT, Electrical Engineering / Electronics & 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;">and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>iii. Holding analogous post.</p> <p style="text-align: center;">or</p> <p>iii. Minimum of 2 years relevant work experience in handling labs and experiments in the laboratory.</p> <p>Desirable:</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 devices in the lab.</p>
07	Period of Probation (if any)	One year.
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Lab. Technician
02	No. of Post(s)	08 (Eight)
03	Classification	Group C
04	Age Limit for Direct Recruitment	Not exceeding 35 years.
05	Nature of Appointment	Direct Recruitment
6.a	Direct Recruitment	<p>QUALIFICATION AND EXPERIENCE:</p> <p>Essentials:</p> <p>i. Bachelor's 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 both master's and Bachelor's level) from recognized University / Institute.</p> <p style="text-align: center;">and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>iii. Holding analogous post.</p> <p style="text-align: center;">or</p> <p>iii. Minimum of 2 years relevant work experience in handling labs and experiments in the laboratory.</p> <p>Desirable:</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 devices in the lab.</p> <p>Desirable:</p> <p>i. Strong understanding of computer network infrastructure. Ability to implement, administer, and troubleshoot network infrastructure devices.</p> <p>ii. Knowledge of application transport and network infrastructure protocols.</p>
07	Period of Probation (if any)	One year.
08	Age of Superannuation	60 years. For persons Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years

01	Name of the Post	Lab. Assistant
02	No. of Post(s)	18 (Eighteen)
03	Classification	Group C
04	Age Limit for Direct Recruitment	Not exceeding 35 years.
05	Nature of Appointment	Direct Recruitment
6.a	Direct Recruitment	<p>QUALIFICATIONS AND EXPERIENCE:</p> <p>Essentials:</p> <p>i. Diploma in Computer Science/Application, IT, Civil, Mechanical, Electrical Engineering / Electronics & Telecommunication Engineering, Pharmacy 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;">and</p> <p>ii. Must possess excellent communication skills in English. Proficiency in the use of variety of computer office application – M.S Word, Excel, Power point is a must.</p> <p style="text-align: center;">and</p> <p>iii. Holding analogous post.</p> <p style="text-align: center;">or</p> <p>iii. Minimum of 2 years relevant work experience in handling labs and experiments in the laboratory.</p> <p>Desirable:</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 devices in the lab.</p>
07	Period of Probation (if any)	One year.
08	Age of Superannuation	60 years. For persons on Deputation, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years