

1. DETAILS OF POSTS, CATEGORY, PAY etc:

Sl. No	Name of the post	Group	No. of posts/Category	Pay Level in the pay Matrix as per 7 th CPC	Pay Band & Grade Pay as per 6 th CPC
(1)	(2)	(3)	(4)	(5)	(6)
DIRECT RECRUITMENT					
01	SYSTEM ANALYST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
02	HINDI OFFICER	A	01 (UR)	Level 10	PB: 15600-39100 AGP-5400/-
03	INFORMATION SCIENTIST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
04	ASSISTANT REGISTRAR	A	02 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
05	MEDICAL OFFICER	A	01 (UR) (Female)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
06	PRIVATE SECRETARY	B	03 (UR-02; OBC-1)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
07	SECTION OFFICER	B	02 (UR)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
08	HINDI TRANSLATOR	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
09	JUNIOR ENGINEER (CIVIL/ELECTRICAL)	B	02 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
10	ASSISTANT	B	04 (UR-03; OBC-1)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
11	PERSONAL ASSISTANT	B	03 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
12	STATISTICAL ASSISTANT	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
13	SEMI-PROFESSIONAL ASSISTANT	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
14	PHARMACIST	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
15	TECHNICAL ASSISTANT	C	02 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
16	SECURITY INSPECTOR	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-

17	UPPER DIVISION CLERK	C	02(UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
18	LABORATORY ASSISTANT	C	02 (UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
19	LIBRARY ASSISTANT	C	01 (UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
20	HINDI TYPIST	C	01 (UR)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
21	LOWER DIVISION CLERK	C	16 (UR-07; ST-04;OBC-02; SC-02; EWS-01)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
22	DRIVER	C	05 (UR-04; ST-01)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
23	COOK	C	03 (UR)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
24	LABORATORY ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
25	LIBRARY ATTENDANT	C	04 (UR-3;ST-1)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
26	MEDICAL ATTENDANT/DRESSER	C	01 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
27	MTS (MULTI TASKING STAFF)	C	06 (UR-02; SC-01; ST-01; OBC-01; EWS-01)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
28	KITCHEN ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
29	HOSTEL ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
DEPUTATION					
Sl. No	Name of the post	Group	No. of posts/Category	Pay Level in the pay Matrix as per 7th CPC	Pay Band & Grade Pay as per 6th CPC
(1)	(2)	(3)	(4)	(5)	(6)
01	ASSISTANT ENGINEER (Civil)	B	01	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-

02	SECTION OFFICER	B	03	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
03	PRIVATE SECRETARY	B	02	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
04	ASSISTANT	B	03	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
05	PERSONNAL ASSISTANT	B	02	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
06	TECHNICAL ASSISTANT	C	01	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
07	UPPER DIVISION CLERK	C	06	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-

Abbreviations: UR: Unreserved; OBC: Other Backward Classes; SC: Schedule Caste; ST: Schedule Tribe; EWS: Economically Weaker Section, PwBD: Persons with Benchmark Multiple Disabilities (as defined under OM Dt.15.01.2018 of the Ministry of Personnel & training, Govt. of India)

NB:

I. The reservation is not applicable for posts to be filled in by deputation. However, eligible candidates belonging to SC/ST category may be considered; if the number of posts is fairly substantial, suitable number from SC/ST category shall be considered subject to availability.

ELIGIBILITY CRITERIA:

DIRECT RECRUITMENT POSTS

1. SYSTEM ANALYST

Essential qualification and experience:

1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.
05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization.

OR

2. M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/ MCA. And, 03 years' programming experience in languages like C/C++/ JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization.

Age : Not more than 40 years.

2. HINDI OFFICER

Essential qualifications and experience:

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's Degree of a recognized University in English with Hindi as a compulsory or elective

subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

AND

Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organization / PSU / Universities or recognized research or educational institutes. **OR**

Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./Autonomous Body/ Statutory Organization/ PSUs/ Universities or recognized research or educational institutions.

Desirable Qualifications:

Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.

Age : Not more than 40 year

3. INFORMATION SCIENTIST

Essential qualifications and experience:

First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent. **OR**

First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience. **OR**

First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. **OR**

First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience. **OR**

First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)

Desirable Qualification:

Relevant experience in Library/ office automation/ server configuration/ maintenance of e-resource/data base management/ content management/ programming/ development of website/portals/ information systems/ gateway and networking.

Age: Not more than 40 years.

4. ASSISTANT REGISTRAR

Essential Qualifications:

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Age: Not more than 40 years.

5. MEDICAL OFFICER

Essential qualification: MBBS Degree with 55% Marks from a university/institution recognized by MCI.

Desirable: Post Graduate Qualification from a recognized Institution by the MCI. Preference will be given to experienced candidate having work experience in a Hospital attached with a Medical College / Corporate Hospital.

Age: Not more than 40 years.

6. PRIVATE SECRETARY

Essential qualifications:

1. A Bachelor's Degree from a recognized University/Institute.
2. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi
3. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.
4. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.
5. Knowledge of computer applications.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi
Transcription: 50 minutes (English)/ 60 minutes (Hindi)

Desirable:

Proficiency in English and good communication skills.

Age: Not more than 35 years.

7. SECTION OFFICER

Essential Qualifications:

- i) A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting.

Age: Not more than 35 years.

8. HINDI TRANSLATOR

Essential qualifications:

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central or State Government office, including Government of India Undertaking.

Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.

Age: Not more than 35 years.

9. JUNIOR ENGINEER (CIVIL / ELECTRICAL)

Essential qualifications:

Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience. **OR**

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

Age: Not more than 35 years.

10. ASSISTANT

Essential Qualifications:

Bachelor Degree from a recognized University / Institution.

Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.

Proficiency in Typing, Computer applications, noting and drafting.

Age: Not more than 35 years.

11. PERSONAL ASSISTANT

Essential qualifications:

1. A Bachelor's Degree in any discipline from any recognized Institute/ University.
2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
4. Knowledge of Computer Applications.
5. Two years experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

Desirable: Proficiency in English and good communication skills.

Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English/55 minutes Hindi.

Age: Not more than 35 years.

12. STATISTICAL ASSISTANT

Essential qualification:

Bachelor's Degree in Statistics. OR

Bachelor's degree in Mathematics with Statistics as one of the subjects. OR

Bachelor's degree in Economics with Statistics as one of the subjects. OR

Bachelor's degree in Commerce with Statistics as one of the subjects.

Age: Not more than 32 years.

13. SEMI PROFESSIONAL ASSISTANT

Essential qualifications:

Master's Degree in Library Science and Information Science from any recognized University/Institution. OR

Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

Age: Not more than 32 years.

14. PHARMACIST

Essential qualification:

Bachelor's Degree in Pharmacy with at least 50% marks from any recognised Institute/ University recognized by the Pharmacy Council of India. OR

D. Pharma. with at least 50% marks with 5 years of experiences from a hospital or reputed Institution.

Registered as Pharmacist under the Pharmacy Act 1948

Age: Not more than 32 years.

15. TECHNICAL ASSISTANT

Essential Qualifications:

Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.

The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

Age: Not more than 32 years

16. SECURITY INSPECTOR

Essential Qualifications:

Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of at least Rs.200/- Crores or more. **OR** Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.

AND

Holding a valid Driving License (LMV / Motor cycle).

Age: Not more than 32 years.

17. UPPER DIVISION CLERK

Essential Qualifications:

1. A Bachelor's Degree from any recognized Institute/University.
2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.
4. Proficiency in Computer Operations.

18. LABORATORY ASSISTANT

Essential Qualifications:

Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.

The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

Age: Not more than 32 years.

19. LIBRARY ASSISTANT

Essential Qualifications:

- i) Bachelor's degree in Library & Information Science orequivalent from a recognized University.
- ii) Typing speed of 30 words per minute in English.
- iii) Knowledge of Computer Applications.

Age: Not more than 32 years.

20. HINDI TYPIST

Essential Qualifications:

- i. Bachelor's Degree from a recognized University/ Institute.
- ii. 30 words per minute in Hindi Typing Speed.
- iii. Knowledge of Computer Applications.

Age: Note more than 32 years.

21. LOWER DIVISION CLERK

Essential Qualifications:

- (i) A Bachelor's Degree from any recognized Institute/University.
- (ii) 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).
- (iii) Proficiency in Computer Operations.

Age: Not more than 32 years.

22. DRIVER

Essential Qualifications:

- i. Class 10th Pass from any recognized Board.
- ii. Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement.
- iii. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).

Experience of driving motor vehicles for at least 05 years inan organization.

Age: Not more than 32 years.

23. COOK

Essential qualifications:

- i. 10thClass from a recognized Board.
- ii. ITI Trade certificate in Bakery and Confectionery (one year duration).
- iii. 03 years experience in cooking / catering services in educationalinstitutions/ guest houses, at least 3 starred hotels or similar organizations.

Age: Not more than 32 years.

24. LABORATORY ATTENDANT

Essential qualifications:

10+2 with Science stream from any recognized Central/ State Board. **OR**

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

25. LIBRARY ATTENDANT

Essential qualifications:

- i. 10+2 or its equivalent examination from a recognized Board.
- ii. Certificate course in Library Science from a recognized Institution.
- iii. One year experience in a University/ College/ Educational Institution Library.
- iv. Basic knowledge of computer applications.

Age: Not more than 32 years.

26. MEDICAL ATTENDANT / DRESSER

Essential qualification:

- i. Matriculation or its equivalent examination from any recognized Board.
- ii. Elementary knowledge of first aid.
- iii. One year experience in hospital work or handling of dressing wounds.

Desirable:

10+2 with Science Biology subject or equivalent from a recognized Board/University.

Age: Not more than 32 years.

27. MULTI TASKING STAFF

Essential Qualifications:

10th Pass from a recognized Board. **OR** ITI Pass.

Age: Not more than 32 years.

28. KITCHEN ATTENDANT

Essential Qualifications

- 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

Age: Not more than 32 years.

29. HOSTEL ATTENDANT

Essential Qualifications:

- i. 10th Pass from any State/ Central School / Board. **OR** ITI Pass.
- ii. At least two years of experience in a Hostel / Canteen/ Hotel/ GuestHouse etc.

Age: Not more than 32 years.

DEPUTATION POSTS:

01. ASSISTANT ENGINEER (CIVIL)

Deputation: By drawing officers holding analogous posts or one below category with 3 years experience, in the CPWD/State Government PWD services or similar organized services/Semi Government/PSU/Statutory or Autonomous/University system.

02. SECTION OFFICER

Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits.

03. PRIVATE SECRETARY

Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed for direct recruits.

04. ASSISTANT

Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess Bachelor's degree as prescribed for direct recruits.

05. PERSONAL ASSISTANT

Deputation: Officers holding analogous post on regular basis or with two years experience as stenographer in the Central/ State Govt. Universities or autonomous organisations and possess the prescribed qualification for direct recruits.

06. TECHNICAL ASSISTANT

Deputation: Officers holding analogous post on regular basis with three years experience of maintenance/ operation of Scientific Instruments in the Laboratory and possess the prescribed qualification for direct recruits.

07. UPPER DIVISION CLERK

Deputation: Officers holding analogous post on regular basis with two years experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies and possess the prescribed qualification for direct recruits.