DETAIL OF POSTS ALONG WITH QUALIFICATIONS, PAY SCALE & NO. OF POSTS

Sr. No.	Name of Post/Pay Scale	Qualifications	No. of Posts
1.	Controller of Examinations 37400-67000+ 10000 GP	I. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. II. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP 8000 and above including as Associate Professor along with experience in education 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 **Desirable:** Knowledge of IT based office Management & Communication Skills.	**01 (Gen.)** Direct/ Deputation
2.	Secretary to Vice-Chancellor 15600-39100 +7600 GP	A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale; alongwith:- I. Nine year's experience as Assistant Professor in the AGP of Rs, 6000 and above with experience in educational administration, **OR** II. Comparable experience in research establishment and/or in an institution of higher education, **OR** III. Five Year of administrative experience as Assistant Registrar or in an equivalent post. **Desirable:** Knowledge of IT based office Management & Communication Skills. **Age limit-60 years**	**01 (Gen)** Direct/ Deputation
3.	System Analyst 9300-34800 +5400 GP	M.Sc. in Computer Science/IT/ Software Engineering with 55% marks. **OR** MCA with 55% marks **OR** Master in Engineering/Technology in Computer Science/Computer Science & Engineering/IT/Software Engineering with 55% Marks. **Age Limit- 18-50**	**01 (Gen.)**

4.	Clerk 5200-20200 +1900 GP +40 SP	I. Graduation Degree from any recognized University. II. The candidate will have to quality the written test as prescribed by the competent Authority. III. The Candidate will have to qualify the Type-Test at the speed 30 w.p.m. in English or 25 w.p.m. in Hindi converted with equivalent key depressions in computers. IV. Candidate should be able to work computers and with Internet and data entry efficiently **Age Limit- 18-50**	**Total Posts-07** EBP-03, SC-01, BCA-01, BCB-01. BCB (ESM)-01
5.	Steno Typist (English) 5200-20200 + 1900 GP +100 SP	I. Graduation Degree from any recognized University. II. English Shorthand at the speed of 80 w.p.m and transcription thereof at the speed of 20 w.p.m. on computer. III. Candidate should be able to work on computers and with Internet and do data entry efficiently. **Age Limt-18-50**	**Total posts-10** (Gen-02,EBP-01 BCB-01 ESM(SC)01 ESM(GEN)-02 ESM(BCA)-01 ESM(BCB)-01 SC(OSP)-01
6.	Library Attendant-cum-Restorer 5200-20200 + 1900GP	Senior Secondary **Age Limit- 18-50**	**01 (Gen)**
7.	Peon 4440-7440+ 1300GP+30SP	Middle Pass **Age Limit-18-50**	**Total posts-36**, GEN-04, SC-05, BCA-03,BCB-03, EBP-09, PH 01 GEN(ESM)-05 BCA(ESM)-02 BCB(ESM)-02 SC(ESM)-01 SC(OSP)-01