



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

**Details of essentials and desirable qualification for the posts advertised as prescribed by
the University and other terms and conditions**

(Reference advertisement No. संस्था 02/2016)

1. **निदेशक-शोध Director, Professional Higher Studies and Research** (As approved vide BOM dated 12-7-1993)

Essential Qualifications :

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in post-graduate teaching and/or research at the National level institutions, including experience of guiding research of doctoral level which should include experience in organizing and coordinating advanced specialized, multi-disciplinary, skill-oriented programmes of learning and interdisciplinary research programmes of learning and interdisciplinary research programmes in the areas of physical sciences.

or

An outstanding scholar with established reputation who has made significant contribution to knowledge.

Age:- Preferably below 55 years.

2. **पुस्तकालयाध्यक्ष (Librarian)** (As approved vide BOM dated 29-08-2016)

- (i) A Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in UGC Regulations-2010 and amendment made time to time.
- (ii) At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- (iii) Evidence of innovative library service and organization of published work.
- (iv) Desirable : M. Phil / Ph. D. Degree in Library Science / Information Science/ documentation/ Archives and Manuscript-keeping.

Note : The applicant shall be required to submit Performance Based Assessment Scheme (PBAS) & Annual Performance Indicators Score (APIS) as per Table VII of Appendix III of U.G.C. Regulations on minimum qualifications for appointment of Teachers and others staff in universities.....2016 (4th Amemdment).

3. **अतिरिक्त कुलसचिव Additional Registrar** (As approved vide BOM dated 11-4-98)

Essential Qualification :

- a. Atleast a Second Class Postgraduate Degree; and
- b. Atleast 8 years experience in a position involving Supervision, Control and Planning at the University level with adequate knowledge and experience of Educational Research, Planning and Administration.

Desirable Qualifications:

Familiarity with the life and working of University or with the educational administration in a College, University or an Institute of Higher Learning or Research.

Note : One year means completed 12 months on the date of advertisement issued by the University.

4. **परीक्षा नियंत्रक Controller of Examinations** (As amended vide BOM Resolution No. 24 dated 06-12-1995).

Essential qualifications :

- a. Atleast a Second Class Post Graduate Degree.
- b. Atleast 10 years experience of conducting University Examinations and other allied work at the executive level and having record justifying entrusting of confidential work.

or

Atleast 8 years of administrative experience in a position involving supervision, control and planning.

Desirable Qualification:

Experience of University Administration and familiarity with the working of University Bodies and Institutions.

Note : Persons already working in the University and who do not possess post graduate degree but are graduate may be considered for the post provided that such person possess a minimum total administrative experience of 10 years of working as Deputy Registrar or Assistant Registrar.

5. **उपकुलसचिव / Deputy Registrar** (As approved vide BOM dated 11-4-98)

Essential Qualification :

- (i) Atleast a Second Class Postgraduate Degree; and
- (ii) Atleast five years administrative experience in a position involving supervision, control and planning or at least five years experience of teaching/research at the University level, with some knowledge and experience of Educational Research, Planning and Administration.

Desirable Qualification :

Familiarity with the life and working of University or with the Educational administration in a College, University or an Institute of Higher Learning or Research.

Note : Persons who possess a Bachelor's Degree and are already working in the University as Assistant Registrar for atleast four years, possessing a minimum total administrative experience of 10 years could be considered for the post. Experience in the cadre of Section Officer or an equivalent post and above will be counted as administrative experience.

One Year means completed 12 months on the date of advertisement issued by the University.

6. **सहायक पुस्तकालयाध्यक्ष / Assistant Librarian** (As approved vide BOM dated 29-08-2016)
- i. A Master's Degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
 - ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
 - iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "**University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009**", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian.

Note: The applicant shall be required to submit Performance Based Assessment Scheme (PBAS) & Annual Performance Indicators Score (APIS) as per Table VII of Appendix III of U.G.C. Regulations on minimum qualifications for appointment of Teachers and others staff in universities.....2016 (4th Amendment).
