GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
KASHMERE GATE : DELHI-110006

S.No.	Recruitment Rules
1.	**Registrar : Rs.16400-450-20900-500-22400**
	ORDINANCE ON
	Emoluments, Terms and Conditions of Service of Registrars
	(Under Clause (3) of Statute 7)
	1. Every Registrar shall be appointed on a scale of pay of Rs. 16,400-450-20,900-500-22,400. In addition to the pay in the Scale mentioned above, the Registrar shall be entitled to such leave, benefits and other allowances as are admissible to the University employees from time to time.
	2. Subject to the provisions of the Act and Statutes every Registrar shall be appointed for a tenure of 5 years, which can be extended further.
	3. The qualification for the post of Registrar shall be as follows:
	1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
	2. At least 15 years of experience as Lecturer (Sr. Scale)/ Lecturer with eight years in Reader's grade along with experience in educational administration.
	Or
	Comparable experience in research establishment and / or other institutions of higher education.
	Or
	15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post/grade.
	4. In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ transfer to be made:
	Persons under the Central / State Govts. / Universities / Educational Institutes of higher learning / Statutory or Semi-Govt./ Autonomous organizations / Public Sector Undertakings, holding analogous posts in the scale of Rs. 16,400-22,400/- (Revised) **OR** holding the post of Dy. Registrar in the scale of Rs.12,300-18,300/- having at least 8 years experience in this grade **OR** holding the post of Lecturer having 15 years of service of which 8 years as Reader/ Assistant Professor and possessing qualifications and experience as laid down in Para 3 above **OR** an IAS officer of AGMU Cadre with one year service in the Senior Scale **OR** an officer of UTCS Cadre with one year service in the Junior Administrative Grade.
	(Period of deputation/ contract shall not ordinarily exceed five years)
	5. The University shall provide every Registrar with unfurnished residential accommodation for which he shall pay rent/ License fee at University rates fixed.
	6. A Registrar not residing in the Campus shall be entitled to HRA according to rules and shall be provided with a transport between the Residence and the Office.
	7. Every Registrar shall be entitled to be covered under the superannuation scheme constituted under Section 25(g) of the Act.

2.	**Controller of Finance :** **Rs.16400-450-20900-500-22400 or Rs.14300-400-18300** (exact scale of pay to be decided at the time of selection, depending upon the qualifications and experience of the officers selected for the post) <u>on deputation basis</u> from following categories of officers belonging to established Finance and Accounts Cadres/ Services of the Govt. of India/ Delhi: <u>Eligibility qualifications & experience</u> (i) holding analogous post **or** (ii) working in the scale of Rs.14300-18300 / Rs.12000-Rs.16500 (iii) having atleast 10 years regular service in the established cadre. **Age limit (As on closing date)** Not exceeding 56 years **Period of deputation** The initial period of deputation shall be two years which may be extended with mutual consent
3.	**Controller of Examinations (Rs 16400-450-20900-500-22400)** **Essential:** Ph.D degree and 10 years experience as Deputy Controller of Examination/Reader out of which 5 years should be in the Reader's grade with experience in educational administration OR A post graduate degree with atleast 55% marks or equivalent grade with atleast 15 years experience as a Lecturer/Reader out of which 5 years should be in the Reader's grade with experience in educational administration **Desirable:** 5 years experience of University examination in a university or board. Age Limit : 50 year for direct recruitment

4.	**System Manager (Rs. 16400-450-20900-500-22400)** <u>Eligibility qualifications</u> (i) Ph.D., with 1st class Bachelor's/ Master's degree in Computer Science/ Computer Application/ Computer Science and Engineering (ii) 10 years experience in teaching/ industry/ research **Mode of recruitment:** Direct recruitment/ deputation **Period of probation:** One year **Age limit for direct recruitment:** 45 years

5.	**Librarian (Rs.16400-450-20900-500-22400)**
	Essential:
	1. Ph.D. with 55% marks or equivalent grade at master's level in Library Science/ Information Science/ Documentation or its equivalent with 10 years experience in a university/ reputed orgaisation/ library as Deputy Librarian.
	Or
	A post-graduate degree with atleast 55% marks or equivalent grade in Library Science/ Information Science/ Documentation with 15 years experience out of which 5 years as Deputy Librarian in a university/ reputed organisation/ library.
	2. Knowledge of computer application and Internet
	Desirable:
	One year's specialisation in an area of Information Technology, Archives and Manuscript keeping
	Period of deputation : One year
	Mode of recruitment : By direct recruitment/ deputation
	Age limit for direct recruitment: 50 years

6.	**Director of Colleges : Rs. 16400-450-20900-500-22400**
	Eligibility qualifications & experience
	Ph.D. Degree with 10 years of experience as Lecturer/ Reader out of which at least 5 years should be in Reader's grade with experience in educational administration or comparable experience in a R&D Institution or other institutions of higher learning or 10 years of administrative experience in a University / R&D institution /Government /Autonomous Body fully funded by the Government of which atleast 5 years as Deputy Registrar or an equivalent post in the scale of Rs.12000-16500/ Rs.14300-18300
	OR
	A Post-Graduate degree with at least 55% marks or its equivalent grade with at least 15 years of experience as Lecturer/ Reader, out of which atleast 8 years should be in Reader's post with experience in educational administration OR Comparable experience in an R & D Institution or other Institutions of higher learning OR 15 years of administrative experience in a University/ R&D Institution/ Government/ Autonomous Body fully funded by Govt. of which at least 8 years as Deputy Registrar or an equivalent post in the scale of Rs.12000-16500/ Rs.14300-18300.

7.	**Joint Registrar: Rs.14,300-400-18,300**
	Eligibility qualifications & experience
	Master's degree with atleast 55% marks or its equivalent with five years experience at the level of Dy. Registrar or equivalent post in educational administration/ comparable experience in the research establishment and/ or other institutions of higher education.
	Mode of recruitment: 100% by promotion, failing which by transfer on deputation/ direct recruitment.
	Feeder posts from which promotion to be made:
	Dy. Registrar with at least 05 years of service in the grade of Rs.12000-18300 on appointment thereto on regular basis

8.	**Deputy Registrar: Rs.12,000-420-18,300**
	Eligibility qualifications & experience
	Ph.D with Master's degree with atleast 55% marks or equivalent grade of 'B' in the UGC point scale;
	(B) Six years administrative experience as Assistant Registrar. OR Six years experience as Lecturer in a College/University with experience in Educational administration and/ or other institutions of higher education/ comparable experience in the research establishment **OR** Master's degree with atleast 55% marks or its equivalent Grade of 'B' in the UGC seven point scale with ten years experience at the level of Assistant Registrar or equivalent post in Educational administration/ comparable experience in the research establishment and/ or other institutions of higher education.
	Desirable: Certificate/ diploma of Computer of a reputed Institute of atleast six months duration.

9.	**Dy. Librarian: Rs.12000-420-18300**
	Eligibility qualifications & experience
	1. Ph.D. in Library Science/ Information Science/ Documentation with 5 years experience as Assistant Librarian in a university as Assistant Librarian in a university/ reputed organsation/ library in the pay scale of Rs.8000-13500 OR Master's degree in Library Science/ Information Science/ Documentation with atleast 55% of marks or its equivalent grade and 10 years experience in a university/ reputed organization/ library out of which 5 years experience should be as Asstt. Librarian in the pay scale of Rs.8000-13500
	2. Knowledge of manuscript keeping
	Desirable: Knowledge of manuscript keeping
	Period of probation: One year
	Mode of recruitment: By promotion/ direct recruitment/ deputation
	Age limit for direct recruitment: 40 years

10.	**Manager (Finance) : Rs.12000-16500**
	Eligibility qualifications & experience
	1. Officers belonging to established Finance and Accounts Cadres/ Services of the Govt. of India/ Govt. of Delhi holding analogous post; or
	2. Officers belonging to established Finance and Accounts Cadres/ Services of the Govt. of India/ Govt. of Delhi working in the pay scale of Rs.10,000-15,200 with atleast 05 years regular service in the grade.
	3. Working knowledge of computer
	Age limit (As on closing date for applications): not exceeding 56 years
	Period of deputation: The initial period of deputation shall be one year, which may be extended with mutual consent, as per rules.
11.	**Manager (Admin.) : Rs.12000-16500**
	Eligibility qualifications & experience
	a) Ph.D. with Master's degree with atleast 55% marks or equivalent grade of 'B' in the UGC seven point scale;
	b) Six years administrative experience as Assistant Registrar.
	OR
	Six years experience as Lecturer in a College/ University with experience in Educational administration and/ or other institutions of higher education/ comparable experience in the research establishment
	OR
	Master's degree with atleast 55% marks or its equivalent Grade of 'B' in the UGC seven point scale with ten years experience at the level of Assistant Registrar or equivalent post in Educational administration/ comparable experience in the research establishment and/ or other institutions of higher education.

12.	**Addl. Dy. Registrar (Rs.10000-325-15200)**
	Qualifications/ Experience for direct recruitment:
	Master's degree/B.Tech./MBBS/ LLB with atleast 55% marks or equivalent grade with 05 years experience as a Asstt. Registrar / Lecturer or equivalent in University/ Govt. organization/ recognized professional institution / College
	OR
	Master's degree/ B.Tech./MBBS/ LLB with atleast 55% marks or equivalent grade with 08 years experience as a Section Officer or equivalent in University/ Govt. organization/ recognized professional institution / College
	Desirable : Certificate/ diploma of Computer of a reputed Institute of atleast six months.
	Eligibility criteria for appointments on deputation basis:
	(i) Officers holding analogous posts on regular basis; or
	(ii) 05 years regular service in a post carrying the pay scale of Rs.8000-13500; or
	(iii) 08 years regular service in a post carrying the pay scale of Rs.6500-10500; or
	Method of Recruitment :
	50% by promotion from Assistant Registrar having minimum qualifications regular service to the extent of experience as laid down for direct recruitments, failing which by transfer on deputation/direct recruitment. The qualifying percentage requirement shall, however, not be applicable for promotion.
	50% by deputation/ direct recruitment.

13.	**Finance Officer: Rs.10000-325-15200** **Mode of Recruitment: Deputation** (i) Officers belonging to established Finance and Accounts Cadres/ Services of the Govt. of India/ Govt. of Delhi/ Autonomous Bodies holding analogous post; or (ii) Officers belonging to established Finance and Accounts Cadres/ Services of the Govt. of India/ Govt. of Delhi/ Autonomous Bodies working in the pay scale of Rs.8,000-13500 with atleast 05 years regular service in the grade. (iii) Working knowledge of computer **Age limit (As on closing date for applications)** Not exceeding 56 years
14.	**Asstt. Registrar : Rs.8000-275-13500** Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. Relaxation as per U.G.C. guidelines shall be applicable. **Method of Recruitment:** 50% by direct recruitment: and 50% by promotion Cadre from which promotion to be made: i) 25% from the Cadre of Private Secretary/ Sr. P.A. working in the pay scale of Rs.6500-200-10500 in the University continuously for five years in the grade and having minimum qualification as laid down for direct recruitments. The qualifying percentage requirement shall, however, not be applicable for promotion. ii) ii) 75% from the Cadre of Section Officer/ Desk Officer/ Store Officer working in the pay scale of Rs.6500-200-10500 in the University continuously for five years in the grade and having minimum qualification as laid down for direct recruitments. The qualifying percentage requirement shall, however, not be applicable for promotion.
15.	**Programmer: Rs.8000-275-13500** **Essential:** First class B.Tech (Computer Science and Engineering)/ Master's degree in Computer Science/ Application with atleast 55% marks or its equivalent grade or DOEACC, 'B' level with one year of experience in computer operation in a Govt. organization/ public sector undertaking/ reputed firm in the scale of Rs.6500-10500. OR Bachelor's degree in any branch of Engineering with 60% marks or its equivalent grade with three years of experience in computer operation in a Govt. Organisation/ Public Sector Undertaking/ reputed firms in a scale of Rs.6500-10500 OR Masters degree in science with 55% marks with post graduate diploma in computer application with one year of experience in computer operation in a Govt. Organisation/ Public Sector Undertaking/ Reputed firm. **Period of probation:** One year **Mode of recruitment:** Direct recruitment/ deputation **Age limit for direct recruitment:** 35 years

16.	**Asstt. Librarian (Rs. 8000-275-13500)** Eligibility qualifications & experience i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC. ii) Master's degree in library science/information science/ documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of library. Relaxation as per U.G.C. guidelines shall be applicable.

15.	**SECTION OFFICER/ DESK OFFICER / STORE OFFICER (Rs. 6500-200-10500)** **Requirement for Direct Recruitment** Master's degree in Arts/ Science/ Humanities/ Commerce/Business Administration/Computer Applications or Bachelor's degree in a professional programme, viz., Engineering/Technology/ Medicine/Pharmacy from a recognised University or equivalent with 05 years of experience in the related field, in a University/ educational institution/ Govt. department/ autonomous body / public sector undertaking/corporate sector of repute, out of which at least 03 years in the scale of Rs.5000-150-8000 or in an equivalent status, having comparable total emoluments. OR Bachelor's degree with 50% marks from a recognised University or equivalent with at least 07 years of experience in the related field, in a University/educational institution/ Govt. Dept./ autonomous body/ public sector undertaking/Corporate Sector of repute, out of which at least 03 years should be in the scale of Rs.5000-150-8000 or in an equivalent status, having comparable total emoluments. Desirable :- Working knowledge of computer applications. **Method of Recruitment :** 50% by Direct Recruitment 50% by Promotion from General Assistant /Senior Stenographer-cum-Data Entry Operator/ Store Keeper/Head Clerk in IGIT with minimum 05 years service in the grade rendered after appointment thereto on a regular basis, failing which by direct recruitment. **Note :** The minimum qualifications as laid down for direct recruitments would also be applicable for promotees. The qualifying percentage requirement would however, not be applicable.

17.	**Private Secreatry/ Sr. P.A. (Rs.6500-200-10500)**
	Requirement for Direct Recruitment :
	(i) Bachelor's degree with 50% marks from a recognized University or equivalent with at least 03 years of experience in the pay scale of Rs. 5500-9000 or five years experience in the pay scale of Rs. 5000-8000 or in an equivalent status, having comparable total emoluments, in the related field, in a University/ educational institution / Govt. department / autonomous body / public sector undertaking / Corporate Sector of repute.
	(ii) Candidate should have proficiency in stenography, typing and should be able to handle computers, conversant with secretarial and modern office management practices.
	Method of Recruitment :
	100% by promotion from the post of Senior Stenographer-cum-Data Entry Operator working in the pay scale of Rs.5000-8000 with minimum 05 years service in the grade rendered after appointment thereto on a regular basis, failing which by direct recruitment.
	Note: The minimum qualifications as laid down for direct recruitments would also be applicable for promotees, however, the qualifying percentage requirement would not be applicable.

18.	**Jr. A/Cs Officer/ S.O. (Accounts) (Rs. 6500-200-10500)**
	Requirement for Direct Recruitment
	Master's degree in Commerce/Business Administration (Finance) with atleast 50% marks with 05 years of experience in the field of Accounts/Finance in a University/ educational institution/ Govt. department/ autonomous body / public sector undertaking/corporate sector of repute, out of which at least 03 years in the scale of Rs.5000-150-8000 or in an equivalent status, having comparable total emoluments.
	OR
	B.Com. with 50% marks from a recognised University with at least 07 years of experience in the field of Accounts in a University/educational institution/ Govt. Dept./ autonomous body/ public sector undertaking/Corporate Sector of repute, out of which at least 03 years should be in the scale of Rs.5000-150-8000 or in an equivalent status, having comparable total emoluments.
	Desirable :- Working knowledge of computer applications.

19.	**Sr. Technical Assistant (Rs. 6500-200-10500)**
	100% by promotion from Technical Assistant/ Workshop Instructor with minimum 05 years service in the grade after appointment thereto on a regular basis
	Feeder Line:
	Technical Assistant/ Workshop Instructor with minimum 05 years service in the grade after appointment thereto on a regular basis.

19.	**Professional Library Assistant (Rs. 5500-175-9000)**
	Essential:
	Master's degree or equivalent from a recognized University and B.L.I.Sc. or equivalent from a recognised Institute
	OR
	Bachelor's degree with 60% marks with M.L.I.Sc. or equivalent from a recognised institute
	OR
	Bachelor's degree with 60% marks and B.L.I.Sc. or equivalent from a recognised institute, with one year of experience
	Desirable:
	Degree or diploma in computer application or multimedia or technical communication, editing and publication work.
20.	**STORE KEEPER: Rs.5000-150-8000**
	Requirement for Direct Recruitment
	(i) Bachelor's degree with 50% marks preferably in Science from a recognised University or equivalent, with at least 03 years of experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute, in the scale of Rs.4000-6000 or in an equivalent status, having comparable total emoluments.
	(ii) Certificate/ diploma of at least six months duration from a reputed institution, in the related field.
	Or
	(i) Ex-servicemen having been issued a Graduation certificate by the competent authority of Indian Army, which qualifies him for reserved Group 'C' posts, where graduation is prescribed.
	(ii) Professional experience in the Armed forces of which at least three years in the field of Store keeping or allied field.
	Method of Recruitment : *By Direct Recruitment*

21.	**GENERAL ASSISTANT / HEAD CLERK in IGIT: Rs.5000- 150-8000**
	Requirement for Direct Recruitment
	(i) Bachelor's degree with 50% marks from a recognised University or equivalent, with at least 03 years of experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute, in the scale of Rs.4000-6000 or in an equivalent status, having comparable total emoluments.
	(ii) Certificate / Diploma in computer applications of at least six months duration from a reputed institution.
	Method of Recruitment:
	50% by Direct Recruitment
	50% by Promotion from the posts of Examination Assistant/UDC in IGIT, Assistant Accountant, Data Entry Operator/Computer Asstt. In IGIT with minimum 05 years service in the grade rendered after appointment thereto on a regular basis, failing which by direct recruitment.
	Note : The minimum qualifications as laid down for direct recruitments would also be applicable for promotees. The qualifying percentage requirement would, however, not be applicable.

22.	**SENIOR STENOGRAPHER-CUM-DEO:** Rs.5000-150-8000
	Requirement for Direct Recruitment
	(i) Bachelor's degree with 50% marks from a recognised University or equivalent with at least 03 years of experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute, in the scale of Rs.4000-6000 or in an equivalent status, having comparable total emoluments.
	(ii) Shorthand/ typing speed of 100/40 w.p.m.
	(iii) Certificate/Diploma in computer applications of at least 06 months duration from a reputed institution.
	Method of Recruitment :
	50% by Direct Recruitment
	50% by Promotion from the posts of Stenographer, Data Entry Operator/Computer Asstt. in IGIT with minimum 05 years service in the grade rendered after appointment thereto on a regular basis, failing which by direct recruitment.
	Note :
	1. The minimum qualifications as laid down for direct recruitments would also be applicable for promotees. The qualifying percentage requirement would however not be applicable.
	2. The promotee shall qualify the shorthand/typing speed requirement.

23.	**TECHNICAL ASSISTANT/ Workshop Instructor: Rs.5000- 150-8000**
	MCA/ M.Sc./MBA/ Bachelor of Engineering from a recognised University or equivalent
	OR
	Bachelor's degree with 50% marks from a recognised University, or equivalent, with Post graduate diploma in Computer Applications or Business Management of at least one year duration or equivalent, with at least two years experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute.
	OR
	BIS/BIT/BCA/B.Sc./B.Com / Diploma in Engineering with 50% marks, from a recognised University / Board, or equivalent, with at least 03 years experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute.
	Method of Recruitment:
	100% by Direct Recruitment

24.	**LABORATORY ASSISTANT Gr.-I :** Rs.4000- 100-6000
	BIS/BIT/BCA/B.Sc./B.Com / Diploma in Engineering with 50% marks or equivalent from a recognised University/Board or equivalent.
	OR
	Senior Secondary with Science/Commerce with 55% marks, from a recognised Board, or equivalent, with at least 02 years experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute.
	OR
	Secondary (10th), with an ITI Pass with 55% marks, from a recognised Board / institution, or equivalent, with at least 02 years experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute.
	Method of Recruitment : 100% by Direct Recruitment

25.	**ASSISTANT ACCOUNTANT (Rs. 4000-6000)** (i) B.Com. with 50% marks from a recognised University or equivalent, with at least 2 years experience of maintenance of accounts in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute. (ii) Certificate/Diploma in computer applications of atleast 06 months duration from a reputed institution. **Method of Recruitment :** 100% by Direct Recruitment **Age Limit:** Not more than 30 years (Relaxable for departmental/reserved category candidates as per rules.)
26.	**Stenographer (Rs. 4000-6000)** **Requirement for Direct Recruitment** (i) Bachelor's degree with 50% marks from a recognised University or equivalent. (ii) Shorthand/typing speed of 80/40 wpm in English or 60/30 wpm in Hindi. (iii)Certificate/Diploma in computer applications of atleast 06 months duration from a reputed institution. **Method of Recruitment :** *100% by Direct Recruitment*
27.	**DATA ENTRY OPERATOR /COMPUTER ASSISTANT in IGIT:** (Rs.4000-100-6000) **Requirement for Direct Recruitment** (i) Bachelor's degree with 50% marks from a recognised University or equivalent. (ii) Speed of 8000 key depressions per hour (iii)Certificate/Diploma in computer applications of atleast 06 months duration from a reputed institution. **Method of Recruitment :** *50% by Direct Recruitment* 50% by Promotion from the post of Junior Data Entry Operator with minimum 05 years service in the grade rendered after appointment thereto on a regular basis, failing which by direct recruitment. **Note :** The minimum qualifications as laid down for direct recruitments would also be applicable for promotees. The qualifying percentage requirement would however not be applicable.

28.	**EXAMINATION ASSISTANT/UDC in IGIT:** Rs.4000-100-6000 **Requirement for Direct Recruitment** *(i) Bachelor's degree with 50% marks from a recognised University or equivalent, with at least 02 years of experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute.* *(ii) Certificate / diploma in computer applications of 6 months duration from a reputed institution.* **Method of Recruitment :** *50% by Direct Recruitment.* 50% by Promotion from the post of Junior Asst./ LDC in IGIT/ Junior Store Keeper with minimum 05 years service in the grade rendered after appointment thereto on a regular basis, failing which by direct recruitment. **Note:** The minimum qualifications as laid down for direct recruitments would also be applicable for promotees. The qualifying percentage requirement would however not be applicable.
29.	**Caretaker (Rs. 4000-6000)** (i) Bachelor's degree with 50% marks from a recognised University or equivalent, with at least 03 years of experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute, in the scale of Rs.4000-6000 or in an equivalent status, having comparable total emoluments. (ii) Certificate / Diploma in computer applications of at least six months duration from a reputed institution.
30.	**Lab. Asstt. Gr-I (Rs.4000-6000)** BIS/BIT/BCA/B.Sc./B.Com/Diploma in Engineering from a recognized University/ Board, or equivalent. <center>OR</center>*Senior Secondary with Science/Commerce with 55% marks, from a recognised Board/ institution, or equivalent, with atleast 02 years experience in the related field, in a University/educational institution/Govt. department/ autonomous body/ public sector undertaking/ corporate sector of repute.* <center>OR</center>*Secondary(10th), with an ITI pass with 55% marks, from a recognised Board or equivalent, with at least 02 years experience in the related field, in a University/ educational institution/ Govt. department/ autonomous body/ public sector undertaking/ corporate sector of repute.* <u>Method of Recruitment</u>: *100% by Direct Recruitment*

30.	**Jr. Data Entry Operator (Rs. 3050-4590)**
	Requirement for Direct Recruitment
	(i) Bachelor degree from a recognised University or equivalent
	OR
	Senior Secondary School Certificate with 55% marks or equivalent, and at least 02 years of experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute.
	(ii) Speed of 4000 key depressions per hour
	Desirable : Certificate/Diploma in computer applications of 6 months duration from a reputed Institution.
	Method of Recruitment :
	100% by Direct Recruitment
31.	**Lab. Asstt. Gr-II (Rs. 3050-4590)**
	BIS/BIT/BCA/B.Sc./B.Com/Diploma in Engineering from a recognized University/ Board, or equivalent.
	OR
	Secondary (10th), with an ITI pass with 55% marks, from a recognised Board/ institution, or equivalent, in related discipline.
	OR
	Senior Secondary with Science / Commerce, with 55% marks, from a recognised Board or equivalent.
	Method of Recruitment:
	100% by Direct Recruitment
32.	**Jr. Storekeeper (Rs. 3050-4590)**
	Requirement for Direct Recruitment
	(i) Bachelor degree from a recognised University or equivalent
	OR
	Sr. Secondary School Certificate with 55% marks or equivalent and at least 02 years of experience in the related field, in a University/educational institution/ Govt. department / autonomous body/ public sector undertaking/ corporate sector of repute.
	(ii) Speed of 4000 key depressions per hour.
	Desirable: Certificate/Diploma in computer applications of 6 months duration from a reputed institution.
	Method of Recruitment :
	100% by Direct Recruitment
33.	**EPABX OPERATOR (Rs.3050-75-4590)**
	(i) Bachelor degree from a recognised University or equivalent
	OR
	Senior Secondary with Science with atleast 55% marks or equivalent and at least 02 years of experience in the related field, in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking/corporate sector of repute.
	(ii) Telephone operator course from a recognised institution.
	OR
	(i) Ex-Serviceman with 10th class pass from a recognised Board or equivalent.
	(ii)Appropriate professional experience in the Armed forces, of which at least two years in operating / handling of telephone equipments.
	Method of Recruitment :
	100% by Direct Recruitment

34.	**Driver-cum-Motor Cycle Messenger (Rs.3050-4590)**
	(i) Middle pass.
	(ii) Valid driving licence for LMV or motorcycle and experience of driving a motor vehicle or motorcycle, as the case may be.
35.	**PEON-CUM-CLEANER (Rs.2550-3200)**
	Secondary (10th) pass OR Middle pass with 1 year's experience.