SECTION C

DETAILS OF POST & QUALIFICATIONS

A.   **The appointment on the posts detailed below [Sl. No. 1 to 3] shall be made on the basis of performance in the Interview to be conducted by the MGCU:**

Note: In case the University receives a large number of applications for recruitment to the posts given below [Sl. No. 1 to 3], the University reserves the right to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number on the basis of Written Examination to be conducted by NTA. However, the final selection will be on the basis of performance of candidate in the Interview only to be conducted by the MGCU.

1.   **System Analyst:**

Name of Post and Post Code	**System Analyst [Post Code: A10011]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. ii. 05 years programming experience in 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** i. M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/ MCA. ii. 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.
Period of Probation, if any	Two years

2.   **Public Relation Officer:**

Name of Post and Post Code	**Public Relation Officer [Post Code: A10021]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years

Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7-point scale in Journalism and Mass Communication from recognised University/Institute. ii. At least Five years' experience in the editorial Department/Centre of any Central/State Govt. Department/PSU/Central/State Educational Institutions established English/regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi, and Regional Language. **Desirable:** Good working knowledge of computer applications.
Period of Probation, if any	Two years

3.   Hindi Officer:

Name of Post and Post Code	**Hindi Officer [Post Code: A10031]**
Total Number of Posts Advertised	1 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** Master's Degree of a recognised 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 recognised 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 recognised 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 Organisation/PSU/Universities or recognised 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 Organisations/PSUs/Universities or recognised 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.
Period of Probation, if any	Two years

B. The appointment on the post detailed below [Sl. No. 4] shall be made on the basis of performance in the (i) Written Examination to be conducted by NTA; and (ii) Interview to be conducted by the MGCU:

NOTE: The final selection will be done on the basis of performance in Written Examination and Interview.

4. Assistant Registrar:

Name of Post and Post Code	**Assistant Registrar [Post Code: A10042]**
Number of Posts Advertised	2 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	**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.
Period of Probation, if any	Two years

C. **The appointment on the posts detailed below [Sl. No. 5 to 24] shall be made on the basis of performance in the Written Examination to be conducted by NTA subject to qualifying the Skill Test (wherever applicable) to be conducted by the MGCU:**

5. Assistant Engineer (Civil):

Name of Post and Post Code	**Assistant Engineer (Civil) [Post Code: B07051]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. First Class bachelor's degree in relevant field from a recognised Institute/University or equivalent. ii. Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
Period of Probation, if any	Two years

6. Private Secretary:

Name of Post and Post Code	**Private Secretary [Post Code: B07063]**
Number of Posts Advertised	3 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A bachelor's degree from a recognized University/ Institute. ii. 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. iii. English/Hindi Stenography Speed: 120 wpm in English or 100 wpm in Hindi. iv. English/Hindi Typing Speed: 35 w.p.m. in English or 30 w.p.m. in Hindi. v. 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 & good communication skills.
Period of Probation, if any	Two years

7. Security Officer:

Name of Post and Post Code	**Security Officer [Post Code: B07071]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor/Supervisory Position in Security in a Govt. Office, Educational Institute/Private Organisation 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 at JCO level or equivalent or above, with 10th standard pass or Army Class I Examination or an equivalent examination. **AND** Holding a valid Driving License (LMV/Motorcycle).
Period of Probation, if any	Two years

8. Hindi Translator:

Name of Post and Post Code	**Hindi Translator [Post Code: B06081]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** Master's Degree of a recognised 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 recognised 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 recognised 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 recognised board.
Period of Probation, if any	Two years

9. Junior Engineer (Civil):

Name of Post and Post Code	**Junior Engineer (Civil) [Post Code: B06091]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** Bachelor's Degree of Engineering/Technology in relevant field from a recognised 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 Organised Services/Statutory orAutonomous Organisations/Central/State Universities /Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
Period of Probation, if any	Two years

10. Junior Engineer (Electrical):

Name of Post and Post Code	**Junior Engineer (Electrical) [Post Code: B06101]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** Bachelor's Degree of Engineering/Technology in relevant field from a recognised 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 Organised Services/Statutory orAutonomous Organisations/Central/State Universities /Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
Period of Probation, if any	Two years

11. Personal Assistant:

Name of Post and Post Code	**Personal Assistant [Post Code: B06111]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A bachelor's degree in any discipline from any recognised Institute/University. ii. Proficiency in Stenography in English or Hindiwith minimum speed of 100wpm. iii. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively. iv. Knowledge of Computer Applications. v. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations/ 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
Period of Probation, if any	Two years

12. Professional Assistant:

Name of Post and Post Code	**Professional Assistant [Post Code: B06121]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years

Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Master's Degree in Library & Information Science from any recognised University/Institution with02 years' experience in the relevant field in a University/Research establishment/Central/State Govt./PSU and Library of other autonomous Institutions. **OR** Bachelor's degree in library/Library and Information Science from any recognised Institute/University with 03 years' experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU and Library of other autonomous Institutions. ii. Knowledge of Computer Applications.
Period of Probation, if any	Two years

13. Senior Technical Assistant (Computer):

Name of Post and Post Code	**Senior Technical Assistant (Computer) [Post Code: B06131]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.E./B.Tech. in Computer Science & Engineering/ Electronics Engineering. **OR** M.C.A./M.Sc. in Computer Science. ii. 02 years programming experience in 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.
Period of Probation, if any	Two years

14. Technical Assistant:

Name of Post and Post Code	**Technical Assistant [Post Code: C05141]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 5
Age Limit for Direct Recruits	32 Years

	Essential Qualifications:
Educational and other qualifications required for direct recruits	Bachelor's degree in Physical or Life Sciences with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory.
	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.
Period of Probation, if any	Two years

15. Statistical Assistant:

Name of Post and Post Code	**Statistical Assistant [Post Code: C05151]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 5
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** 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 oneof the subjects. **OR** Bachelor's Degree in Commerce with Statistics as oneof the subjects.
Period of Probation, if any	Two years

16. Upper Division Clerk:

Name of Post and Post Code	**Upper Division Clerk [Post Code: C04165]**
Number of Posts Advertised	5 [1 - OBC and 4 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 4
Age Limit for Direct Recruits	32 Years

	Essential Qualifications:
	i. A bachelor's degree from any recognized Institute/University.
Educational and other qualifications required for direct recruits	ii. 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.
	iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.
	iv. Proficiency in Computer Operations.
Period of Probation, if any	Two years

17. Laboratory Assistant:

Name of Post and Post Code	**Laboratory Assistant [Post Code: C04174]**
Number of Posts Advertised	4 [1 - OBC and 3 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 4
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** Bachelor's degree in Physical or Life Sciences with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. 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.
Period of Probation, if any	Two years

18. Library Assistant:

Name of Post and Post Code	**Library Assistant [Post Code: C03181]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 3
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree in Library & Information Science or equivalent from a recognized University. ii. Typing speed of 30 words per minute in English. iii. Knowledge of Computer Applications.
Period of Probation, if any	Two years

19. Lower Division Clerk:

Name of Post and Post Code	**Lower Division Clerk [Post Code: C02199]**
Number of Posts Advertised	9 [1 – SC; 2 – OBC; and 6 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	**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.
Period of Probation, if any	Two years

20. Hindi Typist:

Name of Post and Post Code	**Hindi Typist [Post Code: C02201]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	**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.
Period of Probation, if any	Two years

21. Multi-Tasking Staff:

Name of Post and Post Code	**Multi-Tasking Staff (MTS) [Post Code: C01212]**
Number of Posts Advertised	2 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** 10th Pass from a recognized Board. **OR** ITI Pass.
Period of Probation, if any	Two years

22. Driver:

Name of Post and Post Code	**Driver [Post Code: C02223]**
Number of Posts Advertised	3 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10th Pass from any recognised 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)*. iv. Experience of driving motor vehicles for at least 05 years in an organization.
Period of Probation, if any	Two years

23. Library Attendant:

Name of Post and Post Code	**Library Attendant [Post Code: C01231]**
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	**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.
Period of Probation, if any	Two years

24. Laboratory Attendant:

Name of Post and Post Code	**Laboratory Attendant [Post Code: C01244]**
Number of Posts Advertised	4 [1 – OBC and 3 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	**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.
Period of Probation, if any	Two years