<table>
<thead>
<tr>
<th>Designation</th>
<th>Scale of Pay</th>
<th>Recruitment Qualification</th>
<th>Duties And Responsibilities</th>
<th>Promotional Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>Rs. 1500-2000</td>
<td>(a) First or high second class Master's degree or equivalent qualification.</td>
<td>(a) The Registrar has to be the custodian of the records, the common seal and such other properties of the University as the Executive Council shall commit to his charge.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Considerable exp. in a responsible position in a University or similar, organization.</td>
<td>(b) Conduct the official correspondence of the court, the Executive Council and Academic Council;</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Ability to take organisational charges of meeting and administrative affairs of the University.</td>
<td>(c) Supply to the visitors copies of the agenda meeting of the authorities of the University as seem as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meeting</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) Very good Knowledge and ability in preparation of Agenda &amp; Minutes of meetings of important bodies</td>
<td>(d) In on emergency, when the Vice-Chancellor or any of the Rectors is not able the act, call a meeting of the Executive Council forthwith and take the its directions for carrying on the work of the University;</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Desirable</strong></td>
<td>(e) Represent the University in suits or proceeding by or against the University, sign power of attorney and verify pleading or depute his representative for the purpose, and</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skill in drafting appreciation of finance and accounts problems and some aptitude for public relations, some interest in the intellectual proceses of the University and its development.</td>
<td>(f) Perform such other duties as</td>
<td></td>
</tr>
</tbody>
</table>
may be specified in statutes, or prescribed by the ordinances of the regulations or as may be required, from time to time, by the Executive Council or the Vice-chancellor
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Rs. 1500-2000</td>
<td>First or high second class Master’s Degree or equivalent qualification with at least 8 years experience in a responsible position in a University or an institution of higher learning or in a Government Organization. Or A good Bachelor’s Degree with at least 12 years experience in Academic/Administration in a responsible position in a University or an institution of higher learning or in a Govt. Organization. <strong>Note</strong> Relaxation in any of the qualifications may be made in favor of candidates with considerable professional competence.</td>
<td>To Coordinate the academic work of the university, and be in charge of the all admissions, examinations in the University including publication of reports for the statutory bodies of the university</td>
<td>Nil</td>
</tr>
<tr>
<td>Designation</td>
<td>Scale of Pay</td>
<td>Recruitment Qualification</td>
<td>Duties And Responsibilities</td>
<td>Promotional Avenue</td>
</tr>
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</tr>
<tr>
<td>Deputy Registrar</td>
<td>Rs. 1100-1600</td>
<td>Candidates should possess at least a bachelor's degree in IIrd class from any statutory Indian or foreign University and good academic background.</td>
<td>The Deputy Registrar have been delegated certain administrative and financial power and they have been made responsible for taking decisions to that extent. In addition to supervision of the work of the branches /Sections placed under their charge, they are to assist the Coordinator / Academic Affairs / Registrar in the performance of their duties.</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Experience**
At least 10 years administrative experience of which not less than 5 years should be in a supervisory capacity preferably not below the rank of Asstt. Registrar or equivalent position in a University or a well-established educational institution of higher learning.

**Desirable**
Post-Graduate qualifications

**Note**
Relaxation in any of the qualifications may be made in
<p>| favour of candidates with considerable professional competence. |  |  |</p>
<table>
<thead>
<tr>
<th>Designation</th>
<th>Scale of Pay</th>
<th>Recruitment Qualification</th>
<th>Duties And Responsibilities</th>
<th>Promotional Avenue</th>
</tr>
</thead>
</table>
| Secretary to Vice-Chancellor| Rs. 1100-1600| 1. Graduate, should have speed of 120 & 50 words per minutes in shorthand and typewriting respectively.  
2. At least 10 years experience as Stenographer/ P.A. | To render stenographic and secretarial assistance of all kinds to the Vice-Chancellor, including arranging appointments and maintaining and engagement, diary etc. | Nil                |
| Public Relation Officer.    | Rs.1100-1600  | (a) A good Bachelor’s Degree in any of the discipline in humanities /Social Science.  
(b) Diploma in Journalism or Mass Communication With considerable experience in editing and preparation/ Production of records, Public relation, organizing/Seminars/conference/ anymposium, etc advertising and publicity, preparation of bulletins.  
(c) Good command in English and Hindi, having pleasant personality with proven organizing ability. | To attend to the general enquiries from the public, write lucidly and prepare information bulletins, pamphlets reports on various aspect of the University for use of the press and other media. To received visitors and distinguished guests of the University, help organizing seminars, etc released advertisements press notifications of the University to the newspapers and other media. | Nil                |
<table>
<thead>
<tr>
<th>Designation</th>
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<th>Recruitment Qualification</th>
<th>Duties And Responsibilities</th>
<th>Promotional Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Relation Officer</td>
<td></td>
<td><strong>Desirable</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Master’s Degree in Any of the discipline in humanities / Social Science / Basic Science etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Experience in a similar position.</td>
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</tr>
<tr>
<td>Assistant Registrar</td>
<td>Rs. 8000-275-13500</td>
<td>1. Good academic records plus Master’s degree with atleast 55% of the marks or its equivalent UGC grade B in the seven post scale 2. At least 10 years experience in a responsible position in a University or in an Educational Instruction of national importance of which at least 5 years should be in a responsible supervisory capacity.</td>
<td>Assistance Registrars have been delegated certain administrative and financial power and they have been made responsible for taking decision to that extent. In addition to supervision of the work Branches / Selections placed under their charge. They are to assist the Dy. Registrar / Coordinator (E) / Registrar in the performance of their duties.</td>
<td>Nil</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Rs. 700-1300</td>
<td>1. At least a good Bachelor’s degree.</td>
<td>To Assist the Dean in the performance of his duties in regard to admission, examinations purchase, arranging</td>
<td>Nil</td>
</tr>
</tbody>
</table>
responsible position in a University or in an Educational Institution of national importance of which at least 5 years should be in a responsible supervisory capacity

**Note**
Relaxation in any of the qualification of candidates professional competence.

meetings of the bodies of the schools, seminars and coordinating the work of the various centres of the schools as well as the supervision of the Ministerial staff in the school.

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| Section Officer (General) | Rs. 650-1200 | I. A Good University Degrees  
II. At least Seven years experience in Admn./Accounts/secretarial work, preferably in a junior Supervisory post in a University/Government Private Under-taking of repute | 1. Incharge of a Section  
2. Besides, supervision of work he is responsible for handling of (important and intricate) case himself.  
3. Any other case work which may be assigned to him by the officer Incharge.  
**Duties**  
1. To Undertaking direct responsibility in respect of such important/confidential matters may be assigned by the supervision;  
2. To ensure that the branch dairy is maintained |

To the post of Assistant Registrar ad equivalent:  
a) 50 percent promoted on seniority and three years of continuous service subject to ‘Good’ record of work and fulfilling the minimum qualifications (B.A. or equivalent)
properly and that receipts/cases and are disposed of without undue delay;
3. Ensure even distribution of work among the staff members so that one is not over loaded while another has very little work;
4. To maintain order and discipline in the selection;
5. Ensure efficient management and coordination of work in the section;
6. Guide the Staff/in the disposal of complicated and intricate case;
7. Ensure quick disposal of receipt/case according to indications given by supervisions;
9. To submit periodical returns according to calendar of returns;
10. To train and advise the staff in relation to office work;
11. To extend full corporation to all his colleagues and supervisions;
12. Comply with security
13. Perform such other duties as may be assigned to him from time to time.
| Sr. Asstt. (General) | Rs. 425-800 | 1. A university Degree  
II. Minimum Experience of five years in secretarial/administrative work, of which at least 3 years should be as assistant or equivalent in a university, government or Semi-Government organization or Public/Private undertaking of repute. | 1. To prepare notes draft and to carry out other correspondence and to issue reminder in time.  
2. To maintain up-to-date files/service books, establishment and increment and other Registrar;  
3. To submit arrears and other statement so that the delay occurring in the disposal of work is checked in time;  
4. To maintain update all the information side needed in the performance of the duties assigned to him in order to ensure expeditious disposal of work;  
5. To open and close files. And to complete their pagination/referencing;  
6. To prepare and keep up-to-date statutes, Ordinance rules regulation, standing notes, Guarding files precedent books etc;  
7. To put up drafts without any noting whenever a line of action is of a routine nature, or where factual information is to be furnished and clear instructions have been given, in other cases, notes should be put |

| To the post of section officer |  
| a. So percent promoted on seniority subject to satisfactory records of work and three years of continuous service.  

| b. 25 percent promoted on the basis of merit in written test. Subject of work, and three years of continuous service. |
up keeping in mind the following points, viz.
a) all the verifiable facts have been correctly stated including rules/regulations/Precedents on the subject matter under consideration;
b) To bring out clearly the matter under consideration;
c) To suggest the course of action under the rules.
8. To maintain lists of files/Registrars;
9. To furnish information according to calendar of returns;
10. To extend full cooperation to his superiors and other colleagues;
11. To perform duties as may be assigned to him from time to time in relations to the functions assigned to the School/ Centre/Department/Branch/Section in which the staff member is working.
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Qualifications</th>
<th>Duties</th>
<th>Promotion to the post of Sr. Assistant</th>
</tr>
</thead>
</table>
| Assistant (General)    | Rs.330-560   | 1. A University degree.  
2. A least 5 years experience in secretarial/administrative work as Gr-Assistant - cum Typist or equivalent in a University Govt./Semi-Govt. public/Private under taking of repute. | 1. Noting, Drafting and correspondence.  
2. Maintenance of files and Registrars in proper order.  
3. Maintenance of a tending orders and guard files.  
4. Any other duties that may be assigned to him from time to time by his superiors. | a) 40 percent promotion on combined seniority subject to satisfactory records of work and three years of continuous service.  
b) 40 percent promotion on combined seniority subject to satisfactory records of work plus test and three years of continuous service.  
**Remarks:** For the purpose of promotion pooled with existing receptionists and caretakers. |
| Receptionist           | Rs.330-360   | 1. Graduates of a University  
2. Office experience of one year preferable as a Receptionist  
3. Knowledge of Typewriting. | 1. To attend the office calls and answer the enquires regarding the university on telephone.  
2. To guide the visitors to the University and furnish them general information relating to the University  
3. Any other duties that may be assigned to him/her/her superiors. | a) 40% promotion on combined seniority, subject to satisfactory record of work and three years of continuous service.  
b) 40% promotion on combined seniority, subject to satisfactory record of work plus test and three years of continuous service.  
**Remarks:** For the purpose of promotion duties with assistant. |
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Requirements</th>
<th>Duties</th>
</tr>
</thead>
</table>
| Guest House Keeper       | Rs. 330-560  | I. University degree of equivalent qualifications  
II. At least three years experience of work in a reputed Guest House/Hotel/Hostel.  
**Desirable** One year certificate Diploma in hotel management and catering Technology/ or equivalent qualification. | 1. To look-after the maintenance of Guest house and supervise the work of other staff posted there.  
2. To maintain reservation charts of various rooms and to allot accommodations to Guest house in accordance to with the rules.  
3. To look after facilities/comfords of the guest.  
4. To realize charged from guest and maintainance of proper account and record.  
5. To perform other duties as may be assigned to the University authorities. |
| Steward                  | 200-250      | 1. Preferably Middle Pass  
2. 3 years experience in the line. | 1. To atleast to the Guest of the Guest house.  
2. To make other arrangements carryout Guest as may be assigned to him by the hospitably/Assistant. | Nil                                                                                               |
| Supervisor Guest House   | Rs. 425-700  | A University Degree of equivalent qualifications.                                                                                           | 1. To Look -After the maintenance of Guest House and supervise the work of other s staff posted there.  
2. To Maintain reservation charts of various rooms and to allot accommodation to Guests in accordance to with the rules.  
3. To look after facilities/comfords of the guest.  
4. To realize charges from guest and maintenance of proper account and record.  
5. To perform other duties as may be assigned by the University authorities. | Nil                                                                                               |
<table>
<thead>
<tr>
<th>Post</th>
<th>Basic Pay</th>
<th>Education</th>
<th>Experience</th>
<th>Responsibilities</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Guest House Attendant                    | Rs. 196-232 | Lower Middle |            | 1. To look after the guest  
2. To help the cook in the kitchen  
3. To go to the market to get the badging etc. drycleaned.  
4. To help the Hospitality Assistant and maintain the Guest House properly. | Nil     |
| Store Keeper                             | Rs.330-560 | I. A University Degrees.  
II. At least 2 years experience in stores accounting. Purchases and handling of scientific stores/General store in a University /Govt. or Semi-Govt. |            | 1. To received and distribute stores:  
2. To check up stores ensuring that these are received according to the specifications /samples approved and that the brands are genuine as indicated in the supply order;  
3. To send written requisitions to the section for replenishing stocks as soon as store fall short or the minimum balance;  
4. To maintain stores and stock Registrar upto date;  
5. To pass bills; maintain inventory of non consumable stocks and Registrars;  
6. To furnished all the required information about stores as and when asked for  
7. To check and physically verify the stores periodically;  
8. To perform such other duties as may be assigned to him from time to time. | To the posts of Sr. Assistt. a/C Cadre  
40 per cent promotion on combined seniority, subject to satisfactory record of work and years of continuous service.  
40 percent promotion on combined seniority subject to satisfactory record of work plus test and three years of continuous service. |
<table>
<thead>
<tr>
<th>Caretaker</th>
<th>Rs. 260-400</th>
</tr>
</thead>
</table>
| I. Matriculation, preferably Graduate,  
II. Two years experience as caretaker. |
| Remarks:  
For the purpose of promotion clubbed with Sr.- Assist-Cum -Typist and the Store Assistant. |
| To do the caretaking of building;  
1. To supervised and ensure cleanliness of class rooms, teachers rooms, bathrooms, lavatories, corridors, approach roads, etc.  
2. To make physical arrangements for meeting, seminars public lecturers, etc.  
3. To look after water supply and electricity.  
4. To supervision the work of such class IV staff members (peons, chowkidars, sweepers, farashes, etc.) as are assigned to him;  
5. To maintain an inventory of furniture, equivalent, fittings etc. and to take prompt action to remove defacts and arrange their replacements;  
6. To undertake periodically physical verification of the equivalent furniture, etc.  
7. To be responsible for handling over /taking over of building  
8. To perform such other duties as may be assigned to him from time to time. |

**To the post of Asstt:**  
a) 40% promotion on combined seniority, subject to satisfactory record of work and three years of continuous service.  
b) 40% promotion on combined seniority, subject to satisfactory record of work plus test and three years of continuous service.
| Jr. Asstt-Cum-Typist | Rs. 260-400 | I. Matriculation or equivalent with typist speed of 30 wpm  
II. Experience as typist/caretaker | 1. To do dairy, dispatch and Typist:  
2. To submit diary regularly and to maintain Registrars/lists of files/movement Registrar, etc;  
3. To keep and maintain files/correspondence and do such other clerical/caretaking work as may be assigned to him.  
4. To perform such other duties may be assigned to him from time to time. |  

| Remarks |  
I. For the purpose of promotion clubbed with Jr-Asstt-Cum Typist and the Store-Asstt  
II. For the purpose of promotion clubbed with Caretakers/Store Asstt. |  

To the post of Jr.  
Stenographer  
25% by promotion on the basis of test cum-seniority -fitness plus three years and minimum educational qualification from amongst Jr-Asstt-Cum Typist and those in the equivalent grade i.e Rs. 260-400. The standard of the test will be at par with one prescribed qualifying test by the UPSC.  
To the post of semi-professional Asstt.  
20% promotion on seniority subject to satisfactory record of work and three years continuous service and fulfilling the minimum qualification i.e. High
| Store Assistant | Rs.260-400 | i. Matriculation  
ii. Experience as store Assistant (2 years)  
iii. Knowledge of Typing | 1. Receive and distribute stores;  
2. To check up stores ensuring that these are received according to the specifications/samples approved and that the brands are genuine as indication in the supply order;  
3. To send written requisitions to the section for replenishing stock as soon as stores fall short of the minimum balance;  
4. To maintain stores and stock Registrars upto dates;  
5. To pass bills; maintain inventory of no consumable stocks and Registrars;  
6. To furnish all the required information about stores as and when asked for  
7. To check and physically verify the stores periodically;  
8. To perform such other duties as may be assigned to him from time to time. | School/Hr. Sec. with Certificate Lib. Science.  
To the post of Assistant  
75% promotion on combined seniority subject to satisfactory record of work and three years a continuous service.  
25% promotion on combined seniority subject to satisfactory record of work plus test and three years a continuous service. |
| Enquiry Clerk | Rs. 260- 400 | a) Matriculation with knowledge of typing | To record complaints received for maintenance of building, water supply and sanitary and elect. Installations, to distribute the same among working and to record section taken on such complaints, | To the post of Asstt. 79% promotion on combined seniority subject to satisfactory records of work continuous service. 25% promotion on combined seniority subject to satisfactory records of work plus test and three years/ continuous service. Remarks For the purpose of promotion pooled with Jr.-Asstt-Cum Typist/Caretakers/Stor- es Assistants. |
| **Telephone Operator** | Rs.260-400 | i) Matriculation  
ii) Certificate of training telephone PEX/ PABX operator.  
iii) At least one year experience as Telephone operator | i. To attend the calls on the PABX board  
ii. To Maintain the records of trunk calls /phonograms.  
iii. To issues receipts for the amount received from the students for personal calls and deposit the same with the office in charge.  
iv. To take prompt action to have the defects in PABX Board extensions removed. | **To the post of Asstt.**  
a) 75% promotion on combined seniority subject to satisfactory record of work and three years of continuous service.  
b) 25% promotion on combined seniority subject to satisfactory record of work plus test and three years of continuous service.  
For the purpose of promotion pooled with Jr.-Asstt-Cum-Typists/ Caretakers/Store Assistants. |
| **Driver** | Rs. 260-400 | 1. HMV or LMV License  
2. Previous experience as Driver | 1. Driving of the Vehicles  
2. To keep the record of the petrol and record of the mileage.  
3. Maintenance of the Car/Mini Bus/ Jeep  
4. Any other duties that may be assigned to him from time to time by his superiors. | **To the post of Driver**  
75% by promotion on combined seniority subject to their having necessary driving license and good |
| **Helper (Bus)** | Rs.196-232 | Middle Pass  
Having experience in some Department. | To clean Vehicles and to keep them in a tidy condition  
To charge bus fare, if any, and to deposit it with the University | **To the post of Driver**  
75% by promotion on combined seniority subject to their having necessary driving license and good |
in time;

To make journey of passengers comfortable and safe by rendering them all possible help;

To perform such other duties as may be assigned to his from time to time.

Promotion to the post of Driver:
75% promotion on combined seniority for all class IV subject to their having necessary driving hence and service record and qualifying the practical test.

Record of service and qualifying in the practical test
29% per cent by open Recruitment.

**Dispatch Rider**

<table>
<thead>
<tr>
<th>Rs. 260-350</th>
<th>Valued License for driving Motor Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) To deliver the dak within and outside the University.</td>
<td></td>
</tr>
<tr>
<td>2) To post letters / Telegrams and deposit cheques in payment of Bills.</td>
<td></td>
</tr>
<tr>
<td>3) Any other duties that may be assigned to him from time to time.</td>
<td></td>
</tr>
</tbody>
</table>

**Geststner Operator**

<table>
<thead>
<tr>
<th>Rs. 260-350</th>
<th>I. Middle pass II. Should have good knowledge of operating including capable of repairing (Minor)any one of the following machines:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. To operate duplicating machine II. To make sets of the cyclostyled papers and arrange for their delivery to the sanction for which these have been prepared; III. To keep record of the paper consumed, and to avoid its wastage; IV. To keep the machine in a working condition, clean and tidy, and to get it repaired expeditiously as and when it goes out of orders V. To perform such other duties as may be assigned to him from time to time</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Salary Range</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Xerox Operator</td>
<td>Rs. 330-560</td>
</tr>
</tbody>
</table>
| Daftry                   | Rs. 200-250  | I. Middle Pass  
II. Should have put in at least 4 years service as peon/Messenger etc.  
III. Should have completed practical training of not less than one month. | 1. To attach and bind file after page nation;  
2. To paste vouchers etc.  
3. To keep record of old files, etc.  
4. Whenever it is noticed that papers kept in file are in a torn condition or are likely to come out of the files to arrange them properly;  
5. In sections were there is no justification for the post of full time peon, to help them in disposing of the work which is normally done by a peon;  
6. To prepare envelopes for dispatching letters;  
7. To perform such other duties as may be assigned to him from time to time. | To the post of Gestt. Operator  
100% promotion on seniority, subject to satisfactory record of work and having at least three years of continuous service and fulfilling the minimum qualifications (Middle Pass) and completion of practical training in the higher post up to one month and qualifying in the practical test. |
| Peon /Messenger          | Rs. 196-232  | Middle Pass  
Having experience of about 2 years in some department | To take charge of the movement of official papers/dak within and outside the University;  
To clean table/Rack, chairs etc. and the fetch drinking water etc., required by the staff;  
To help in keeping files/office | To the post of daftry  
100% promotion on combined seniority, subject to satisfactory record of work and three years of continuous service and completion of fulfilling the minimum qualification (Matric) and completion of |
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Qualification</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail/ Groundsmen</td>
<td>Rs. 196-232</td>
<td>Middle Pass</td>
<td>To do gardening and maintain play grounds; To perform such other duties as may be assigned to him from time to time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Having experience of about 2 years in some department</td>
<td></td>
</tr>
<tr>
<td>faresh</td>
<td>Rs. 196-232</td>
<td>Middle Pass</td>
<td>To keep rooms and furniture, window panes, etc. in a clean and tidy condition and to fetch drinking water etc. for the staff; To open and look rooms; To take charge of the movement of official papers /dak within and outside the University. To help the section in keeping official record in a tidy condition; To perform such other duties as may be assigned to him from time to time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Having experience of about 2 years in some Department</td>
<td></td>
</tr>
<tr>
<td>Recaner</td>
<td>Rs. 96-232</td>
<td></td>
<td>Recanning of chairs, Polishing furniture’s some experience in recanniing work.</td>
</tr>
</tbody>
</table>
| Personal Secretary | Rs.650-1200 | I. Matriculation or an equivalent experience graduate may be preferred.  
   II. Dictation of a passage at 100 words per minutes of 10 minutes duration to be transcribed in 50 minutes.  
   III. Dictation of a passage at 120 words per minutes of 5 minutes duration to be transcribed in 40 minutes. | 1. To keep record of incoming / outgoing dak, files/registers etc to keep filling up to date to fix appointments, to arrange meeting and collection information desired by the officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;  
2. To maintain confidentiality and secrecy;  
3. To type and take dictation in shorthand and to transcribe it accurately;  
4. To maintain a list of offices (with their official as well as residential telephone and addresses) with when the officer is likely to have official dealings;  
5. To keep an accurate list of engagements, meeting, etc, and remind the officer in time and to make available to him all the necessary papers for such engagements/meeting;  
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/Cases which require immediate attention;  
7. To destroy by burning the stenographic notice of the confidential /secret nature after they have been typed;  
8. To keep track of the |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>progress of cases /matters till these are finally disposed of;</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>To keep reference books rules / ordinance, statutes, etc upto date;</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Schools /Centers/ Departmental /braches;</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>To extend cooperation to his seniors.</td>
<td></td>
</tr>
</tbody>
</table>
| Sr. Personal Assistant | Rs. 650-1040 | I. Matriculation or on equivalent examination, graduate may be preferred.  
II. Dictation of a passage at 100 words per minutes of 10 minutes duration to be transcribed in 50 minutes  
III. Dictation of a passage at 120 words per minutes of 5 minutes duration to be transcribed in 40 minutes. | 1. To keep record of incoming/outgoing dak, file/register etc. to keep filling up to date to fix appointments, to arrange meetings, and collect information desired by the officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;  
2. To maintain confidentiality and secrecy;  
3. To type and take dictation in shorthand and to transcribe accurately;  
4. To maintain a list of offices (with their official as well as residential telephone and addresses) with whom the officer in likely to have official dealing;  
5. To keep an accurate list of engagements/meeting; etc and remind the officer in time and to make available to him all the necessary papers for such engagements/meeting;  
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which require immediate attention;  
7. To destroy by burning the Promotion to the post of personal secretary 100% by promotion on seniority -Cum-Merit subject to having three years continuous service. |
stenographic notes of the confidential /secret nature after they have been typed;
8. To keep track of the progress of cases/matters till these are finally disposed of;
9. To keep reference books rules/ordinances, statutes, etc upto date;
10. To perform such other duties as may be assigned to him from time to time in relation to the function assigned to the School /Centers/ Departments/Branches;
11. To extend cooperation to his seniors.

<table>
<thead>
<tr>
<th>Stenographer (P.A)</th>
<th>Rs. 425-800</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Matriculation or on equivalent examination, graduate may be preferred.</td>
<td></td>
</tr>
<tr>
<td>II. Dictation of a passage at 100 words per minutes of 10 minutes duration to be transcribed in 50 minutes</td>
<td></td>
</tr>
<tr>
<td>III. Dictation of a passage at 120 words per minutes of 5 minutes duration to be transcribed in 40 minutes</td>
<td></td>
</tr>
<tr>
<td>1. To keep record of incoming/outgoing dak, files/registers, etc, to keep filling up-to-date, to fix appointment to arrange meeting and collect information desired by the office, to deal in tactful manner with visitors and to attend telephone calls with courtesy;</td>
<td></td>
</tr>
<tr>
<td>2. To maintain confidentially and secrecy;</td>
<td></td>
</tr>
<tr>
<td>3. To type and take dictation</td>
<td></td>
</tr>
</tbody>
</table>

To the post of Section Officer

I. 50 percent promotion on seniority subject to good record of work and three years of continuous service.
II. 25 percent promotion on the basis of merit in written tests, subject to satisfactory record of
minutes. in shorthand and to transcribe it accurately;
4. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
5. To keep an accurate list of engagements, meeting, etc; and remind the officer in time and to make available to him all the necessary papers for such engagements/meeting;
6. To maintain a proper orders of the papers required to be deal with by the officer and to bring to his notice, the papers/cases which requires immediate attentions;
7. To destroy by burring the stenographic/notes of the confidential/secret nature after they have been typed;
8. To keep track of the progress of cases/matters till these are finally disposal of;
9. To keep reference books, rules, ordinances, statutes, etc, upto date;
10. To perform such other duties as may assigned to him from time to time in relation to the functions assigned to the schools/centres/department/Branches;
11. To extend cooperation to his seniors.

work and three years of continuous service.
| **Jr. Stenographer** | **Rs. 330-560** | **I.** At least matriculation or equivalent, Graduates preferred.  
II. Speed in shorthand 50 w.p.m.  
III. At least 2 years experience as typist or equivalent in a University/Govt. Semi-Govt. organization, a public undertaking of repute or at least two years experience as Steno-Typist in other organizations. | **1.** To keep record of incoming/outgoing dak, files/Registrars etc. to keep filling up to date to fix appointment, to arrange meetings and collect information desired by the officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;  
2. To maintain confidentially and secrecy;  
3. To type and take dictation in shorthand and to transcribe it accurately.  
4. To maintain a list of officers (with their official as well as residentially telephones and addresses) with who the officer is likely to have official dealings;  
5. To keep an accurate list of engagements, meeting, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meeting;  
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice the papers cases which require immediate attention;  
7. To destroy by burning the Stenographic notes of the | **To the post of Stenographers** |  
I. 40% promotion on seniority subject to satisfactory record of work and three years of continuous service.  
II. 40% promotion on seniority subject to satisfactory record of work plus test and three years of continuous service. |
1. To exercise general supervision over the funds of the University and advice in regard to its financial policy;
2. To hold and manage the property and investment of the University including trusts and endowed property.
3. To be responsible for the preparation of the annual account and the financial estimates and for their presentation to the Finance Committee/Executive Council;
4. To see that the limits, if any, fixed by the Finance Committee for recurring and non-recurring expenditure are not to exceed and that all monies are expended on the purpose for which they are granted or allotted;
5. To keep constant watch on the state of the cash and bank balance and on the state

Finance Officer

Rs. 1500-1800 (Rs.1500-2000) in the event a person of the rank of the SDAG

The finance officer the Statutory Officer and appointed by the Executive Council on the recommendations of the duty constituted Selection Committee.
of investments;
6. To watch the progress of collection of revenue and advise on the method of collection employed;
7. To see that the Registrars of buildings and furniture’s and equivalent are maintained upto dates and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, Specialized laboratories and institutions maintained by the University.
8. To have the accounts of the University regularly audited by an internal audit party;
9. To perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes and ordinances;
10. To exercise overall administrative control on the staff borns on accurate cadre and to co ordinate the work of the different branches within the Finance & Accounts Deptt.
11. Call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary section against the persons at fault;
12. Call for from any office or college or institution under the University any information or
returns that he may consider necessary to discharge his financial responsibilities.
13. To have the students mass accounts audited regularly through Internal Audit branch.
| Deputy Finance Officer | Rs. 1100-1600 | 1. A good bachelor degree preferable in commerce.  
2. Candidates should have qualified in an appropriate accounts examination of Govt. or a local authority or a recognized institute.  
3. Experience of accounts including pr-audit work and finance for 15 years of which not less than 10 years service should be in a supervisory capacity in a Govt. organization or a University or a public undertaking.  
4. Experience of Internal Audit and knowledge of performance budgeting. | In addition to assisting the Finance Officer in the discharge of his statutory and other responsibilities, the Deputy Finance Officer (Internal Audit) is performing the following specified duties;  
. Discharge the duties and responsibilities of drawing and disbursing officer of the University.  
. In charge of the Internal Audit branch of the University which conduct inspection of accounts of all purchases, stores accounts, imprest accounts etc. of the various school library and departments like Engg. Estate Office, Health Centres, Sports Guest House ,Hostels and the Audit of Accounts of the Students masses;  
. Holds direct charge of the sections like budget, account and Grants (dealing with preparation of budget submission of monthly review statements of expenditure incurred against grants, compilation of monthly and annual accounts processing of cases for obtaining grants from the University Grants commission and watching proper utilization of grants sanctioned by the University Grants commissions and various other organization /institutions’) | Nil | Note: 
Relaxation in any of the qualification may be made in favour of candidates with considerable professional competence. |
| Assistance Finance Officer | Rs.700-1300 | A good Bachelor’s degree preferably in commerce.  
    Candidates should have qualified in an appropriate accounts examination of Government or a local authority or a recognized institutes.  
    Experience of accounts including pr-audit work and finance for 15 years of which not less than 10 years service should be in a supervisory capacity in a Govt. organization or a University or a public undertaking.  
    Experience of Internal Audit and knowledge of performance budgeting.  
    Accounts of the subscribes payments of temporary advance /final payment of provident fund. | In addition to assisting the Finance Officer in the discharge of his statutory and other responsibilities, the Assistant Finance Officer is performing the following specified duties;  
    Discharge the duties and responsibilities of drawing and disbursing officer of the University.  
    Holding direct charge of Salary sections (dealing with the preparation of Salary Bills of the academic and non-teaching staff rendition of month /annual returns of income tax recovered from the university employees etc; Cash Section. (Which perform the function of a treasury so far as the University is concerned ) and Provident Fund and Pension Section (dealing with the maintenance of Provident Fund /Payment of Pensions, reporting on title to pension complication of the amount recovered under additional annual accounts and balance sheet of detailed accounts /records of dearness allowance (compulsory Deposit) | Nil |
| Section Officer A/C | Rs. 650-1200 | I. A Good University Degree II. At Least seven years experience in Admn., Accounts /secretarial work, preferably in a senior supervisory post in a University Govt. /Public undertaking /Private undertaking of repute. | 1. To undertake direct responsibility in respect of such important /confidential matters as may be assigned by the supervisors; 2. To ensure that the branch diary is maintained properly and that receipt /cases are disposed of without /undue delay; 3. To ensure even distribution of work among the staff members so that one is not over loaned while another has very little work; 4. To maintain order and discipline in the Section; 5. To ensure efficient management and coordination of work in the section; 6. To guide the staff in the disposal of complicated and intricate cases; 7. To ensure quick disposal of the receipts /cases according to indications given by supervisors; 8. To keep up to date reference books office order files statutes /ordinary /Rules regulations, etc. |

**Notes**
Relaxation in any of the qualifications may be made in favour of candidates with considerable's professional competence.

**Act, 1984**

To the post of A.F.O. 50% promotion on seniority and four years of continuous service subject to ‘Good’ record of work and fulfilling the minimum qualifications (BA or equivalent.)
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Assistant (Account)</td>
<td>Rs. 425-800</td>
<td>1. A University degree&lt;br&gt;2. Minimum experience of five years in secretarial/administrative work, of which at least 3 years should be as Assistant or equivalent in a University Government or Semi-Government or organization or a Public/Private undertaking of repute.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To the post of Section Officer Accounts&lt;br&gt;50% percent promotion on seniority subject to good record of work and three years of continuous service.&lt;br&gt;25% percent promotion on the basis of merit in written tests subject to satisfactory record of work and three years of continuous service.</td>
</tr>
</tbody>
</table>
| Assistant A/C Rs. | 1. A University degree preferable in commerce.  
2. At least 5 years experience in account secretarial work in the University Govt. semi Govt. organization, a public undertaking of repute. | 8. Scrutiny and passing of work bills  
. Noting and Drafting of cases;  
. Preparation of salary bills income tax returns etc.  
. Preparation of DTA, TA, LTC. Honorarium bills and other miscellaneous bills.  
. Passing of contingent and imprest recoupment and miscellaneous /other bills received from various Schools/ Departments.  
. Posting of individual provident fund accounts.  
. Posting and monthly agreement of provident fund broad sheets;  
. Posting and agreement of monthly accounts.  
. Preparation of annual accounts of the University.  
. Preparation of monthly review of expenditure statements;  
0. Preparation of utilizations certificates against the grants received from different organization for different purpose;  
1. Maintenance of schedule of establishment of the University.  
2. Preparation of financial estimates of the University.  
3. Routing of cases for grants payable under various schemes projects including plan allocations of the University.  
4. Preparation and forwarding of cheques;  
5. Writing of cash book; | Promotion to the post of Sr. Assistant  
40% percent promotion on combined seniority subject to satisfactory record of work and three years of continuous services.  
40% percent promotion on combined seniority subject to satisfactory record of work and three years of continuous services.  
Note: For the purpose of promotion pooled with store keeper. |
7. Collection fees from students and other University dues;
8. Preparation of quarterly statements of defaulting student who have not paid their dues;
9. Preparation of quarterly monthly statement of temporary advances outstanding with the University Officials.
10. Disbarment of salaries (Salary Slips) daily wages TA, OTA etc.
1. Preparation of annual returns like;
   . Annual Income Tax returns of the staff employed in the University.
   . Statement of unspent balance of grants received from the University Grants commission, and
   . Statements of provident fund Account of Subscription
2. Maintenance of students personal degree. Fellowships registrar, Scholarship Registrars etc.
3. Maintenance of students Aid fund Account Vice-Chancellor’s Discretionary fund Account welfare fund Account etc.
4. Processing applications for the payment of advances from the provident funds;
5. Maintenance of individual accounts/ record of recoveries
| Security Officer | Rs.2000-3500 | 1. Graduation  
2. Experience as a Security Officer in a Govt. Offices, Educational institute / Private organization of repute. Preference to the person who have served in the Army as Emergence/ Short Service Commissioned Officer. | To look after all the security arrangements in the campus. 
To supervise and control the work of security personnel. 
To assist the University authorities in maintaining law and order. 
To maintain liaison with the police and district authorizes regarding law and order problems and investigation of criminal cases affecting the University. 
To assist the University Hotel Administration in day to day functioning i.e. eviction of unauthorized occupants intruders. 
To attend to fire incidents and other calamities and incidents on the campus. | Nil |
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Qualifications</th>
<th>Duties</th>
<th>Promotion to the Post of Security Officer.</th>
<th>50% promotion on seniority subject to good record of work and three years of continuous service.</th>
</tr>
</thead>
</table>
| Assistant Security Officer | Rs. 425-700   | 1. Graduation  
2. Experience as a Security Inspector in a Govt. Offices, Educational institute / Private organization of repute. Preference to the person who have served in the Army /Police as J.C.O’s/ E.C. Officers. | 1. To look after the security arrangements of the University  
2. To Supervise and control the work of security staff.  
3. To investigate the cases of thefts, sabotage, pilferage etc.  
4. To maintain liaison with the police and civil authorities  
5. To assist the Security Officer in day to day administration and work /law and order problems.  
6. To make special inquiries instructed by the University authorizes  
7. To assist the Security Officer in attending to hostel Security problems.  
8. Any other duties that may be assigned to him from time to time by the University authorities. | Promotion to the post of Assistant Security Officer. | 50% promotion on seniority subject to good record of work and five years of continuous service. |
| Security Inspector      | Rs. 330-560   | 1. Graduation  
2. Should have experience of working in a supervisory capacity in a Security department of a University. Preference to the person who has served in the Army/ Police as a J.C.O.’s or equivalent. Post. | 1. Responsible for effective development of security guards at various security points and patrolling /checking in the campus.  
3. Investigation of cases as assigned by the Security Officer.  
4. Any other duties that may be assigned to him from time to time. | Promotion to the post of Assistant Security Officer. | 50% promotion on seniority subject to good record of work and five years of continuous service. |
| Security Assistant      | Rs. 950-1500  | 1. Matriculation  
2. Knowledge of typing  
3. Should have experience of working in a | 1. To perform duty as shift incharge.  
2. To supervise the work of Security guards and Security havildars.  
3. To check the Security posts and | Promotion to the post of Security Inspector. | 50% promotion on seniority subject to good record of work and five years of continuous service. |
<table>
<thead>
<tr>
<th>Security Guard</th>
<th>Rs.750-940</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Person who have rendered and in the Army</td>
<td></td>
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<tr>
<td>2. Should be able to read and write simple English and Hindi.</td>
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<tr>
<td>3. Custody of the keys of the rooms of various buildings.</td>
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<tr>
<td>4. Check the entry of unauthorized persons.</td>
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<tr>
<td>5. To remove stray cattle from campus area.</td>
<td></td>
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<tr>
<td>6. Petrol of building and other installations.</td>
<td></td>
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<tr>
<td>7. Report cases of thefts sabotage or fire to Security Officer/authorizes at once.</td>
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<tr>
<td>8. Any other duties that may be assigned to him from time to time by his superiors.</td>
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</tbody>
</table>

- Supervisory capacity in a Security department of the University.
- Should have rendered at least five years service in the Army in supervisory capacity.
- Should have rendered at least five years service in the Army in supervisory capacity.
- To assist the Security Officer in conflicting information regarding Security/Law and order problems.
- To report matters to the police as directions of authorities.
- To carry out patrolling and checking duties during day and night.
- To investigate minor cases of theft etc. as assigned by Security Officer.
- To get remove the stray cattle from the campus.
- To perform desk work as and when required.
- Any other duties that may be assigned to him from time to time by his superiors.
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Qualification</th>
<th>Duties</th>
<th>Promotion Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Inspector</td>
<td>Rs.330-560</td>
<td>1. High School.</td>
<td>. To look after the sanitation work in the campus</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Recognized sanitary inspector diploma</td>
<td>. Supervision of sweeper</td>
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<tr>
<td></td>
<td></td>
<td>3. At least 2 years experience in the line</td>
<td>. Any other work that may be assigned from time to time by his superiors.</td>
<td></td>
</tr>
<tr>
<td>Safaiwallas</td>
<td>Rs.196-232</td>
<td>One year experience as sweeper</td>
<td>To keep buildings, roads, lavatories etc., neat and clean;</td>
<td>To the post of Sanitary Guide</td>
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<td></td>
<td>To make economical use of cleaning material;</td>
<td>100% promotion on Seniority - Cum satisfactory record of work.</td>
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<td>To bring to the notice of the Sanitary Inspector the place (not allotted to him) where insanitary conditions are noticed by him;</td>
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<td>To deposite garbage etc., at the appropriate place;</td>
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<td>Whenever required to supervised the work of sweepers;</td>
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<td></td>
<td></td>
<td></td>
<td>To perform such other duties as may be assigned to him from time to time.</td>
<td></td>
</tr>
<tr>
<td>Chief Project Engineer</td>
<td>Rs.1500-2000</td>
<td>1. Graduation in Civil Engg. With 20 years experiences of construction, maintenance and planning of Engg. works</td>
<td>Overall in charge of the Egg. Department.</td>
<td>Nil</td>
</tr>
<tr>
<td>Position</td>
<td>Salary</td>
<td>Eligibility</td>
<td>Responsibilities</td>
<td>Promotion</td>
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<tr>
<td>Executive Engineer (Elect.)</td>
<td>Rs.1100-1600</td>
<td>Degree in Elect. Engg. With experience of 15 years in profession.</td>
<td>To look after original works, repairs and maintenance of Elect. And mechanical project of the University projects.</td>
<td>Nil</td>
</tr>
</tbody>
</table>
| Assistant Engineer (Elect.)    | Rs.650-1200  | 1. Degree or Diploma Electrical Engg. With at least 5 years relevant experience in the cases of degree holders & 10 years relevant exp. In the cases of Diploma holders.
2. Candidates with knowledge also of Air Conditioning & mechanical exp. Will be preferred. | Incharge of field officer & substations to attend to supervisions and planning of electrical works original and maintenance. | Nil       |
| Sectional Officer (Elect.)     | Rs.425-700   | i. Degree/Diploma in Electronically Engineering.
ii. Two years experience | To take care of electrical stores in connection with the maintenance and construction work.
To supervise the work of all the departamental labour.
Preparation of bills.
Supervision of all electrical maintenance, pumping and water supply.
Maintenance, additions and alterations to internal telephones, verifications of bills.
Maintenance of electric supply services. | To the post of Assistant Engineer Electrical 50% percent by promotion on seniority subject to good record of work and fulfilling the prescribed qualifications including experience. |
<p>| <strong>Air-Conditioning Operator</strong> | Rs. 330-480 | ITI Diploma with atleast 2 years exp. In the trade preferably in running and maintenance of central packaged plant, Air-Conditioners Refrigerators and water coolers of 10&lt;sup&gt;th&lt;/sup&gt; standard pass and 5 years experience in the trade. | Maintenance and running of centrally packaged Air-Conditioners, Water Coolers and Refrigerators. Any other duties that may be assigned to him by his supervisors from time to time. | Nil |
| <strong>Head Electrician</strong> | Rs. 330-560 | ITI Trade certificate with minimum practical experience of 10 years in erection and running and maintenance of different type of both Ht&amp;LT Maine along with installation including underground cable system must possess electrical &amp; supervisory certificate of competency. | To supervise, instruct and guide electrician, wireman and all other electrical staff of installations maintenance and operations of electrical installations. He shall attend to all complicated nature of work viz setting and adjusting of controls for all types of LT &amp; HT switches and generating sets, etc. | Nil |
| <strong>Electrician</strong> | Rs. 260-400 | i. Certificate of competency class II (ii) Electrical Wireman Licence ii. Wireman competency certificate iii. Atleast 3 years experience in the profession. | To look after maintenance of Electrical fittings and installation. Any other duties that may be assigned to him from time to time by his superiors. | To the post of Head Electrician 100 percent selection from internal candidates who have satisfactory record of work and three years continuous service subject to qualifying a practical test. The panel is to be framed on the basis of sonority of the selected candidates. |
| <strong>Wireman/Wireman-Cum-Pump Driver</strong> | Rs. 260-400 | Electric Wireman competency certificate /Electrical Wireman licence (certificate of competency class II) 3 years experience in the profession | To see the electricity writing and other works like heaters, lightings, fans repairs etc. Any other duties that may be assigned to him from time to time by his superiors. | Nil |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Rs.</th>
<th>Qualification</th>
<th>Duties</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter Reader</td>
<td>975-1540</td>
<td>1. Matriculation 2. Knowledge of typing 3. 2 years experience of Elect. &amp; water meter and such other equipments.</td>
<td>.To take reading of electric and water meters and to maintain relevant record. .Collection of necessary details for preparation of bills. .Any other duties that may be assigned to him from time to time by his supervisors.</td>
<td>Nil</td>
</tr>
<tr>
<td>Pump operators</td>
<td>250-400</td>
<td>1. Middle pass with practical experience of 5 years in handling E&amp;M plants including maintenance &amp; possessing knowledge of different types of IC engines and electrical Motors</td>
<td>To operate Pumps.</td>
<td>NIL</td>
</tr>
<tr>
<td>Assistant Pump Operator</td>
<td>210-290</td>
<td>1. Middle pass with two years experience</td>
<td>To operate all types of pumps</td>
<td></td>
</tr>
<tr>
<td>Telephone Attendant cum Wireman</td>
<td>250-400</td>
<td>2. Matriculation Diploma in Elect/ Mechanical from ITI or allied trades with minimum exp. Of two years in workshop.</td>
<td>To supervise the maintenance of internal system and to look after telephone work etc.</td>
<td>Nil</td>
</tr>
<tr>
<td>Welder-cum-slack smith</td>
<td>250-350</td>
<td>ITI trade certificate in the field Two years experience</td>
<td>Welding and Blacksmithy work</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Salary Range</td>
<td>Qualifications</td>
<td>Duties</td>
<td>Additional Requirements</td>
</tr>
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<td>-----------------------------------------------</td>
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</tr>
<tr>
<td>Diesel Engine Mechanic-cum-Pump Mechanic</td>
<td>Rs. 330-480</td>
<td>Candidates should have (1) trade certificates in Diesel Mechanic Trade from a recognized Vocational Institute followed by three years practical experience in overhauling repairing and maintenance of diesel Engine pumping sets and electric pumping sets. OR Total Practical experience of eight years in overhauling, repairing and maintenance of diesel engine and pumps driven by electric motors and engine.</td>
<td>Repairs of diesel and electrical pumps and to attend to work in connection with installation, operation and maintenance of mechanical complaints.</td>
<td>Nil</td>
</tr>
<tr>
<td>Execute Engineer (Civil)</td>
<td>Rs. 1100-1600</td>
<td>Degree in civil Engg. With experience of 15 years in profession</td>
<td>To look after original works, repairer and maintenance of civil and mechanical works of the University Projects.</td>
<td>Nil</td>
</tr>
<tr>
<td>Assistant Engineer (civil)</td>
<td>Rs. 650-1200</td>
<td>i. Degree in Civil Engg. From recognized University with 5 years relevant experience OR ii. A diploma in Civil Engg. From recognized institution with 10 years relevant experience.</td>
<td>Preparation on of structural Designs &amp; drawings &amp; specifications scrutiny of estimates, bills &amp; claims supervision of works and maintenance of stores accounts.</td>
<td>Nil</td>
</tr>
</tbody>
</table>
| Sectional Officer (Civil) | Rs. 4250-700 | 1. Degree/Diploma in Civil Engineering  
ii. Two years experience | Supervision on and execution of works according to the norms and standards laid down for the same in designs, drawing an estimates.  
ii. Successful achievement of targets fixed by the department for completion of each project with due consideration to speed and economy.  
ii. Proper maintenance of building equipment.  
ii. Recording of measurements of all works whether done through a contractor or departmentally and seeing that the initial records are written up neatly in accordance, with the prescribed rules.  
ii. Preparation of bills for works done and supplies received.  
| To the post of Asstt. Engineer (Civil)  
50% per cent by promotion on seniority subject to good record of work and fulfilling the prescribed qualifications including experience. |
| Sectional Officer (Civil) |  |  | Proper maintenance of Muster Rolls for works executed departmentally.  
Maintenance of initial works accounts and stores.  
Preservation of stores and their proper accounts numerical and value.  
Inspection of buildings structures and equipment in his charge periodically to verify their condition on from recording a certificate to that effect.  
0. Submission of all account returns punctually.  
1. Preparation of estimates for maintenance, minor works and additions and alterations.  |
<table>
<thead>
<tr>
<th>Occupation</th>
<th>Salary Range</th>
<th>Qualification</th>
<th>Duties</th>
<th>Promotion</th>
</tr>
</thead>
</table>
| Draftsmen     | Rs. 330-560  | i. Minimum Metric Diploma or two years Trade Certificate in Draftsmanship (Civil) from a recognized Institute viz. ITI Minister of Labour etc. one Years experience in the line.  
ii. To draw maps and prepare charts  
Any other duties that may be assigned to him from time to time by his superior. | Nil |
| Masons        | Rs. 250-400  | ITI Trade Certificate with 2 years experience in the Trade or 5 years experience in the Trade.  
To do masonry work  
Any other duty that may be assigned to him from time to time. | Nil |
| Carpenter     | Rs. 260-400  | ITI Trade certificate with two years experience in the trade of 5 years experience in the Trade.  
Carpentary  
Any other duties that may be assigned to him from time to time by his superiors. | Nil |
| Plumber       | Rs. 250-400  | i. Middle Pass  
ii. Trade Certificate from ITI or other such organizations/institutions  
iii. At least 2 years experience or 5 years in case of those who do not held a Trade Certificate  
To install water taps and water fittings  
Any other duties that may be assigned to him from time to time by his superiors. | Nil |
| Sewer men     | Rs. 200-250  | ITI trade test with 2 years experience in cleaning  
Clean a sewers  
Any other duties that may assigned to him from time to time by his superiors | Nil |
| Khalssi (102) | Rs. 196-232  | i. Physically fit to do hard work in the field  
ii. Should be able to read & Write simple Mindl and English.  
To help the Tech. Staff in the official work.  
Any other duties that may be assigned to him from time to time by his superiors. | From Khalasi promotion to the post of Wireman/Electrician/Carpenter/Mason/Plumber/Welder-sum-Blacksmith 100% promotion according to their trade on seniority subject to fulfilling the minimum trade and |
<table>
<thead>
<tr>
<th>Post</th>
<th>Salary</th>
<th>Educational Qualification</th>
<th>Responsibility</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech. Asstt (Printing prose)</td>
<td>Rs. 435-700</td>
<td>Three, years diploma in Printing Technology. Some experience in the line.</td>
<td>To look after the printing jobs assigned to the press.</td>
<td>Nil</td>
</tr>
</tbody>
</table>
| Proof Reader                            | Rs. 425-600  | 1) Matriculate or Hr. Sec. will good marks in English preferably Graduate.  
2) Experience in Proof Reading.  
3) Knowledge of typing desirable. | To go through proof and help the Editor of publications in seeing the publication through the press. | Nil        |
| Machine man Gr. III                    | Rs. 260-350  | Middle Standard and some experience in the line                                             | To help the Technical Assistant in carrying out the printing assignments       | Nil        |
| Nurse                                   | Pre-revised  | i. Matriculation  
ii. 3 years Diploma in General Nursing  
iii. Six months Midwifery course | i. Nursing and taking care of patients  
ii. Any other duties that may be assigned to her from time to time by his superiors. | Nil        |
|                                          | Rs. 425-640  |                                            |                                                                              |            |
|                                          | Revised Rs. 1400-2600 |                                            |                                                                              |            |
| Sectional officer (Civil) [Junior Engineer (Civil)] | Rs. 425-700 | i. Diploma in Civil Engineering with two years experience or | 1. Proper maintenance of Muster Rolls for works executed departmentally.  
2. Maintenance of initial works accounts and stores. |            |
<table>
<thead>
<tr>
<th>Designation</th>
<th>Scale of Pay</th>
<th>Recruitment Qualification</th>
<th>Duties And Responsibilities</th>
<th>Promotional Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sectional Officer (Elect.)</td>
<td>Rs.425-700</td>
<td>i. Diploma in Electrical Engineering with two years experience or</td>
<td>1. To take care of electrical stores in connection with the maintenance and construction work.</td>
<td>To the post of Assistant Engineer Electrical</td>
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<tr>
<td>[Junior Engineer (Elect.)]</td>
<td></td>
<td>ii. Degree with six months experience</td>
<td>2. To supervise the work of all the departmental labour.</td>
<td>50% percent by promotion on seniority subject to good record of work and fulfilling the prescribed qualifications including experience.</td>
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<td>3. Preparation of bills.</td>
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<td></td>
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<td>4. Supervision of all electrical maintenance, pumping and water supply.</td>
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<td>5. Maintenance, additions and alterations to internal telephones, verifications of bills.</td>
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<td></td>
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<td>6. Maintenance of electric supply services.</td>
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</tr>
<tr>
<td>Position</td>
<td>Salary Range</td>
<td>Qualification</td>
<td>Responsibilities</td>
<td>Other</td>
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<tr>
<td>Air-Conditioning Operator</td>
<td>Rs.330-480</td>
<td>ITI Diploma with at least 2 years experience in the trade, preferably in running and maintenance of central packaged plant, Air-Conditioners Refrigerators' and water coolers of 10th standard pass and 5 years experience in the trade.</td>
<td>Maintenance and running of centrally packaged Air-Conditioners, Water Coolers and Refrigerators. Any other duties that may be assigned to him by his supervisors from time to time.</td>
<td>Nil</td>
</tr>
</tbody>
</table>