19. **Mason: Rs. 3200-4900**

*Essential:*

1. High School

OR

High School with eight years experience in the relevant field.

20. **Painter : Rs. 3200-4900**

*Essential:*

Secondary School Certificate (Class X)/ High School with Eight years experience in the relevant field after passing Secondary School Certificate (Class X)/ High School

21. **Assistant Draftsman: Rs. 3200-4900**

*Essential:*

No such designation should exist, when post falls vacant Draftsman (Grade VI) should be appointed with approved qualifications.

22. **Technical Assistant: Rs. 4500-7000**

*Essential:*

To be advertised as Jr. Engineer with approved qualifications when post falls vacant.

23. **Property Officer*: Rs. 6500-10500**

*Essential:*

1. LL.B. Degree.
2. 3 years experience after Registration at the Bar Council in dealing with legal cases pertaining to property/revenue including land records of which atleast one year

* O.M. No.9066/CR/92 dated 1.12.1992
experience should be in office Administration in a recognized Institution of higher learning or a public undertaking.

Desiraele:

The Person should have adequate knowledge of Urdu:
SECURITY SERVICES

1. **Security Officer : Rs. 6500-10500**

   **Essential:**
   
   1. Bachelor’s degree
   2. At least 5 years experience in the relevant field after obtaining Degree.

2. **Security Inspector : Rs. 4500-7000**

   **Essential:**
   
   1. Bachelor’s degree
   2. At least 2 years experience in the relevant field after obtaining Degree.

   OR

   1. Senior Secondary School Certificate or equivalent
   2. At least years experience in the relevant field after passing Senior Secondary School Certificate or equivalent examination.

   **Desirable***

   1. Computer literacy
   2. Familiarity with the use of walkie-talkie equipments

3. **Security Assistant (Security Supervisor): Rs. 4000-6000**

   **Essential:**

   1. Senior Secondary School Certificate or equivalent
   2. At least 5 years experience in the relevant field after passing Senior Secondary School Certificate or equivalent examination.
OR

1. Secondary School Certificate/High School
2. At least 8 years experience in the relevant field after passing Secondary School Certificate/High School.

Desirable*

1. Computer literacy
2. Familiarity with the use of walkie-talkie communication equipment

4. Security Assistant**: Rs. 3050-4590

Essential:

1. Secondary School Certificate/High School
2. At least 3 years experience in the relevant field after passing SSC/High School.
3. Minimum height 5’6”
4. Good antecedents.

OR

1. High School
2. At least 5 years experience in the relevant field after passing VIII Class.
3. Minimum height 5’6”
4. Good antecedents.

** O.M. No. 524/CR/2001 dated 7.4.2001
MISCELLANEOUS POSTS

1. **Scientist: Rs. 8000-13500**

   *Essential:*

   A first class Master’s degree in Science

   OR

   A first class Bachelor’s degree in Engineering/Technology.

   OR

   A first class Master’s degree in Computer Applications (MCA)

   *Desirable:*

   Knowledge and experience of Computer software and use of Computers for data processing.

2. **Horticulturist (Manager, Land and gardens)***:  
   **Rs. 6500-10500**

   *Essential:*

   Graduate with at least ten years experience in a administrative capacity in a Government recognised undertaking of the department of Gardens & farms.

   Note: Graduate in Agriculture with Horticulture as one of the subject shall be preferred.

3. **Music Instructor (Vocal): Rs. 5500-9000**

   *Essential:*

   1. B.A., B.Sc., B.Com. or an equivalent degree from a recognised University.

   2. Diploma in Classical Vocal Music from a recognised institution.

   3. Experties in composing Solo & Group Songs and

---

* Approved by V.C. on 19.12.1988
conducting Choir and Orchestra.

4. Expertise in playing the Harmonium/Accordion/Violin.

Desirable:

Practised in Vocal performance with a good voice.

4. Instructor (Wrestling): Rs. 4500-7000

Essential:

1. Secondary School Certificate/High School

2. Should have participated in State level All India Wrestling Championships and should have got prizes at such competitions.

3. Should have attended Coaching Camp in Wrestling conducted by reputed organisation/Institution.

5. Supervisor (Games), Abdullah Hall, Women’s College: Rs. 3200-4900

Essential:


2. Certificate in Physical Education

3. One year experience in relevant field after obtaining Certificate.

Desirable:

1. Organising & Coaching ability in different Games & Sports.

6. Horticulture Inspector*: Rs.4500-7000

Essential:

B.Sc. (Agriculture) from a recognised Institution with Horticulture as one of the subjects, and at least 2 years

* O.M. No.8351/CR/92 dated 27.1.1992
experience of working in a recognized/Govt. Gardens.

7. **Music Instructor* (Sitar), GEC Rs.5500-9000**

1. Diploma in Classical (Instrumental) Music with specialisation in Sitar playing from a recognised Institution;
2. Experience in composing tunes and conducting choirs and expertise of other Indian Musical Instruments.

8. **Instructor (Music-Tabla), GEC**: Rs. 4500-7000

**Essential:**

1. B.A., B.Sc., and B.Com or an equivalent degree.
2. Diploma in Tabla Playing from a recognised University.
3. Expertise in the art of Tabla Playing.

**II-Desirable:**

Expertise in Tabla playing with Light Vocal.

Note: The eligible candidates will have to undergo a practical test in Tabla playing before interview.

9. **Assistant Director (Resource Centre)***: Rs. 8000-13500

**Essential:**

1. A post-graduate degree with at least 55% marks or its equivalent grade.
2. Five years experience in the relevant field.

10. **Mechanic (Grade VIII) (Lands & Gardens)**** Rs. 3200-4900

**Essential:**

High School

I.T.I. certificate in Automobile Engineering/Diesel Fitter Trade

** Adv. No.4B/88-89 dated 15.7.1988
*** O.M. No.8217/CR/91 dated 29.7.1991
**** O.M. No.8017/CR/91 dated 22.2.1991
from any recognized institution

**Experience:**

At least four years experience in overhauling/diesel petrol machinery. Heavy earthmoving equipments, identifying spare parts, maintence of log book and implementation of prevention maintenance schedule.

**Desirable:**

1. Experience in repair & maintenace of allied Agriculture/ horticulture machinery.
2. Heavy duty licence.

**11. Instructor Weight Lifting, Games Committee:**

*Rs. 4500-7000*

**Essential:**

1. Bachelor’s Degree from any recognised University.
2. Diploma in weight Lifting from any recognised sports institute.
3. At least two years experience as Coach (Weight Lifting)

**Desirable:**

Knowledge of sports Medicine.

**12. Conservationist (Sir Syed Academy): Rs. 4500-7000**

**Essential:**

1. A Bachelor’s Degree
2. One year Diploma in Conservation/Museology/Library Science from a recognised Institution.

**Desirable:**

1. Knowledge of Urdu
2. Experience of work relating to Conservation of manuscripts.

13. **Assistant Director: Rs. 12000-18300**

*Essential:*

1. Atleast first class Master’s degree in Psychology/Physics/Mathematics/Statistics/Electronics Engineering/Electrical Engineering.
2. About five years experience of Teaching/Research/Administration, provided that atleast three of these years were as Lecturer or an equivalent position.

*Desirable:*

1. Diploma in Guidance & Counselling
2. Knowledge and experience of use of Computers for data processing.
3. Published research work relating to vocational choice, Guidance & Counselling, Distance education.

14. **Curator, M.A. Library: Rs. 12000-18300**

*Essential:*

1. Master’s degree in Library Science or in Documentation.
2. One year’s specialisation in Archives and MSS keeping.
3. 8 years experience as Assistant Librarian in a University/College or College Library/Institution of National Importance at equivalent level.

OR

2. M.A. in Arabic/Persian/Islamic Studies/Medieval History
3. One year’s specialisation in Archives and MSS keeping or equivalent.

4. 8 Years experience as Assistant Librarian of a University Library/College Library/Libraries of National Importance 4 years of which should be in the MSS division.

Desirable:

Master’s Degree in Library Science or Ph.D. in the area of Arabic/Persian/Medieval History/Islamic Studies.

Note: The Selection Committee will be authorised to relax the prescribed qualifications if a highly qualified scholar is found suitable for the post.

15. Research Assistant*: Rs. 4500-7000

Essential:

M.A. Economics with at least Second Division.

Desirable:

1. Ph.D. degree in Economics.

2. Primary data Collection, field work and analysis.


16. Research Associate:

Scale of Pay:

Category ‘A’ Rs. 1400/- per month.

Category ‘B’ Rs. 1600/- per month.

Category ‘C’ Rs. 1800/- per month.

Category ‘D’ Rs. 2000/- per month.

Essential:

A doctorate degree in Commerce.

Desirable:

1. Research/Practical experience in the area of: Enterpreneurial Study in backward region and weaker sections.
   OR
   Energy and Water Management.

2. Age below 45 years in case of Male candidates and below 55 years in case of female candidates.

17. Research Associate: Rs. 1200/- p.m. fixed.

Essential:

Ph.D. in Analytical/Physical Chemistry with experience of working with modern analytical instruments.

OR

M. Sc. in Chemical Engineering or equivalent with experience of working with modern analytical instruments.

Desirable:

(a) Good academic record.

(b) Experience of working in thermal analysis field (One Post).

OR

Experience of working in thermal refining field. (One Post).

18. Research Associate, Centre of Advanced Study, Dept of History

Essential:

1. M.A. in History (at least good IIInd Division)

* O.M. No.7951 dated 7.1.1991
2. Ph.D. in any subject of Medieval Indian History

_Desirable:_

Good knowledge of Persian/Dutch/French/Medieval Hindi dialect any regional language.

19. **Music Instructor**: **Rs. 5500-9000**

_Essential:_

1. B.A., B.Sc., and B.Com or an equivalent degree.
2. Diploma in Classical vocal music from a recognised institution
3. Expertise in composing solo & Group songs and conducting Choir and Orchestra;
4. Expertise in playing the Hormonium/Accordion/Violin.

20. **Instructor Swimming**: **Rs. 5500-9000**

_Essential:_

1. Master’s degree in sports with 3 years of coaching experience of preparing teams for National/State/Inter-versity or its equivalent.

   **OR**

   Atleast one year post graduate diploma from a recognised sports institute with 5 years coaching experience of preparing teams for national state/Inter-versity or its equivalent.

   **OR**

   Graduate with one year coaching diploma from a recognised coaching institute with 8 year coaching experience of preparing teams for national/state/Inter-versity or its equivalent.

** Adv. No.94-95 dated 15.2.1995
21. **Coach Cricket, University Games Committee**: *Rs. 6500-10500*

*Essential:*

A graduate, National/State level Cricket Player with achievement at National or International level and Cricket Coaching experience of National/State/University level for a period of not less than five years.

*OR*

Atleast one year post graduate Diploma from a recognised sports Institute with five years Cricket Coaching experience of preparing teams for National/State/University level.

*Desirable:*

Experience of Maintaining grounds/sports facilities and equipments.

22. **Statistical Assistant (Development Section, Registrar’s Office): Rs. 4500-7000**

*Essential:*

Atleast second class Master’s degree in Mathematics with Statistics

*OR*

M.A./M.Sc. in Statistics

*OR*

M.A. in Economics with Statistics

*Desirable:*

Certificate course in computers from recognised Institution or one year experience in Programming or Data Processing.

23. **Workshop & Engg. Services:**

*Junior Technical Officer (Internal)*
M.Sc. Engineering

OR

B.Sc. Engineering or equivalent with 3 years experience

OR

Diploma in Engineering with 7 years experience.

24. **Agriculture/Veterinary Services:**

   M.Sc. (Agriculture/Veterinary) with 5 years experience

   OR

   B.Sc. (Agriculture/Veterinary) with 7 years experience.

25. **Photography:**

   M.Sc. with 5 years experience of Scientific Photography.

   OR

   B.Sc. with 7 years experience of Scientific Photography.

26. **Artist (Geology):**

   M.Sc. with 5 years relevant experience.

   OR

   B.Sc. with Geology one of the subjects with 7 years experience.

   OR

   4 years Diploma in Fine Arts from the recognised Institutions/Colleges with 6 years experience.

27. **Draftsman:**

   B.Sc. Engineering or equivalent with 3 years experience.

   OR
Diploma in Drafting & Designing with 7 years experience.

28. **Cartography (Geography):**

M.A./M.Sc. (Geog.) with 5 years experience

OR

B.Sc. with Geography as one of the subjects and one year Diploma in Cartography and Modelling with six years experience.

29. **Museology:**

M.Sc. with 5 years experience

OR

B.Sc. with Botany as one of the subjects and Diploma in Museology with six years experience.

30. **Medical Services:**

M.Sc. and Diploma in Medical Lab. Technology with 2 years experience.

OR

B.Sc. and Diploma in Medical Lab. Technology with 6 years experience.

31. **Stores Services:**

M.Sc./M.Com. with 5 years experience

OR

B.Sc./B.Com. with 7 years experience.

**Note:** The Qualifications for the post of Junior Technical Officer (Stores) in Medical Services may kindly be seen on page 108 in the Manual which is B.Sc./B.Com. with 5 years experience of Managing of Medical Store in Teach Hospital. Through
knowledge of purchase procedure, Book keeping and Storage of drugs, Store and Medical equipments.

32. **Technical Assistant (Telephone): Rs. 4500-7000**

*Essential:*

B.Sc. with two years’ experience in the relevant field after obtaining degree.

OR

Diploma in Engineering with three years experience in the relevant field after obtaining Diploma.

OR

High School

Trade Certificate from I.T.I. with six years’ experience in the relevant field after obtaining Certificate.

33. **Technical Assistant (Post Harvest Engg. & Technology), Institute of Agriculture Rs.4500-7000**

*Essential:*

B.Sc. with Physics, Chemistry and Mathematics with two years experience of working in an analytical laboratory or M.Sc. Physics/Chemistry.

OR

Diploma in Chemical Engg./Instrumentation/Mechanical with at least three years working experience in operation, reparis in Educational/Research Institute of repute.

OR

High School

Trade Certificate from I.T.I. in Mechanical Engg. / Instrumentation with six years experience of doing operation, repairs and maintenance work of the laboratory equipments and
instruments in Educational/Research Institute of repute.

34. **Technical Assistant (Photo) (Registrar’s Office)**  
**Rs.4500-7000**  
*Essential:*  
1. Graduate  
2. Atleast two years experience of Photography, Photo development, Printing and enlargement after obtaining Degree.  

OR  
1. Graduate  
2. Diploma in Photography  
3. Atleast one year experience in the relevant field after obtaining Diploma in Photography.

35. **Assistant Public Relations Officer (Public Relation Office)**  
**Rs.6500-10500**  
*Essential:*  
1. Graduate of a Statutory Indian University or an equivalent foreign qualifications.  
2. At least five years experience of Public Relations work. Contacts with Editors and Correspondents of Daily Newspapers.  
3. Ability to write efficiently in Urdu/Hindi/English.

36. **Technical Assistant (Survey) Women’s College**  
**Rs.5500-9000**  
1. M.A. /M.Sc. (Geography)  
   One year experience in the relevant field after obtaining degree  

OR
1. Graduate (with Geography)  
2. Three years experience in the relevant field after obtaining degree.  

**Desirable:**  
1. Thorough knowledge of all Survey Instruments  
2. Should be able to conduct Surveys.  

**37. Superintendent, Publication Division Rs.8000-13500**  

**Essential:**  
1. A post graduate degree with at least 55% marks or its equivalent grade.  
2. 5 years administrative experience as Section Officer (Publication) or equivalent post in academic Institution/ Govt. office/Public undertaking.  

**38. Sanitary Jamadar, University Health Officer Rs.3050-4590**  

**Essential:**  
Secondary plus two years experience  

**39. Section Officer (Legal) Property Department Rs.6500-10500**  

**Essential:**  
1. Bachelor’s Degree (from a recognised University) in Law  
2. Five year experience after registration at Bar Council in dealing with legal cases pertaining property/revenue/land record and waqf cases.  

**40. Telephone Mechanic, Telephone Department Rs.4000-6000**  

**Essential:**
1. Diploma in Engg. in Electrical or Electronics or Computer Engg.

2. Two years experience in the relevant field after obtaining the Diploma.

OR

1. High School

2. Trade Certificate from I.T.I. in the trade of Electronics or Computer or Instrumentation or Electrician.

3. Four year experience in the relevant field after obtaining the I.T.I. Certificate.

41. *Wireman, Telephone Department Rs.3200-4900*

*Essential:*

1. High School with Science

2. Certificate from I.T.I. in Wireman Trade with three years experience in the relevant field in a University/recognised academic Institution or private Institution of repute after I.T.I.

42. *Electrician-cum-Tubewell Operator, Registrar’s Office*

1. High School

2. Certificate from I.T.I. in Electrician Trade or Wireman Licence of Electrical Inspector.

3. Five years experience in the relevant field in a University/recognised academic Institution/Central or State Govt./Govt. Organisation or Private Institution of repute after obtaining Certificate.
FACULTY OF THEOLOGY

Department of Sunni Theology

1. **Imams Rs.4500-7000**

   **Essential:**
   
   1. Mustanid Alim-e-Din from a mustanid Madarsa which has been recognized by the University as such.
   2. Hafiz-e-Quran
   3. Qari

   **Desirable:**
   
   Some experience of Instructions

2. **Moazzin Rs.4000-6000**

   **Essential:**
   
   1. Hafiz-e-Quran
   2. Qari
   3. Well versed with Masail-e-Sharia

   **Desirable:**

Department of Shia Theology

1. **Pesh Namaz (Imam Jamaat) Rs.5000-8000**

   **Essential:**
   
   1. Mutabir Darsgah
SCHOOL TEACHERS

1. **Principal**

   **Essential:**

   1. Master’s Degree with at least 55% marks.
   2. A degree or Post Graduate Degree/Diploma in teaching/ Education.
   3. At least eight years educational experience: five years as teaching at secondary level/higher level in a recognised Institution and 3 years experience in Educational Administration.

      OR

      At least ten years teaching experience as Post Graduate Teacher in a recognised school.

   **Desirable:**

   (For the Post of Principal, Ahmadi School for Blind)

   1. Working knowledge of Urdu, Hindi, and English
   2. A Diploma in special Education for teaching of the Physically handicapped
   3. Experience in organising Games and Sports and Co-Curricular activities (for all the post).

   **Desirable:**

   University Degree/Diploma in Teaching/Education. Competence to teach the subject through Urdu; Hindi and English media.

2. **PGT (COMMERCE)**

   1. At least second Class Master’s Degree 45% marks and above considered as equivalent)

   **Desirable:**
University Degree/Diploma in Teaching/Education. Competence to teach the subject through Urdu; Hindi and English media.

ENGLISH

1. At least second class Master’s Degree (45% marks and above considered as equivalent)

2. University Degree/Diploma in Education/Teaching.

URDU

1. At least second class Master’s Degree (45% marks and above considered as equivalent in the subject concerned with University Degree/Diploma in Teaching/Education.

ARABIC

1. At least Second Class Master’s Degree (45% marks and above considered as equivalent).

Desirable:

University Degree/Diploma in Teaching/ Education. Competence to teach the subject through Urdu, Hind and English media.

Computer Teacher (Part Time)

Essential:

(a) B.Sc. (Computer Application) /BCA with at least 55% marks in aggregate.

OR

(b) PGDCP with at least 55% marks and one year in handling computings system and popular Softwares.

OR

(c) PGGEDP with at least 60% marks and 2 (two) years experience in handling computing systems and popular softwares.
OR

(d) Diploma Engineering (Electronics) with First Division and DCA First Division with three years experience in handling computing system and popular softwares.

HINDI/MATHEMATICS/CHEMISTRY/PHYSICS/ECONOMICS/ GEOGRAPHY/HISTORY & BIOLOGY

1. At least second Class Master’s Degree 45% marks and above considered as equivalent) in the subject concerned with University Degree/Diploma in Teaching/Education.

OR

1. Integrated two years PG Course M.Sc. of Regional College of Education of NCERT in Mathematics/Chemistry/ Physics/ Biology in case of applicant for the post of PGT’s in Mathematics/Chemistry/Physics and Biology respectively.

2. Competent to teach through English, Urdu and Hindi media.

Note:
The candidates possessing Master’s Degree with at least 50% marks and Bachelor’s Degree with at least 55% marks in English and First Class Master’s Degree as well as Chemistry/Physics/ BiologyEconomics/Geography and History essential qualification of University Degree/Diploma in essential qualification of University Degree/Diploma in Education/Teaching shall be relaxed for a limited period. Such candidates, if selected, will be placed on Trial Basis initially for a period of two years which may be extended only in exceptional cases by the appointing authority for a total period not exceeding five years from the date of initial appointment or as required, depending on merit of individual cases, if the candidate is not able to acquire the teaching Degree/Diploma within the stipulated period of two years for reasons beyond
2. Competence to teach through Urdu, Hindi and English media.

**Drawing Teacher:**

*Essential:*

Five years’ recognised Diploma in Drawing and Painting/Sculpture Graphic Arts.

OR

Four Years’ Diploma in Fine Arts and Crafts from Viswa Bharati, Shanti Niketan.

OR

Diploma in Fine Arts from Govt. of School of Arts and Crafts, Patna.

OR

M.A. in Drawing and Painting from Agra University, Agra.

OR

Equivalent recognised Degree

OR

B.Ed. Degree/Diploma in Fine Arts from Regional College of Education.

**Music Teacher**

*Essential:*

Degree in Music from a recognised University or Higher Secondary with any of the following viz. Sangeet Visharad of Gandharav Mahavidyalaya, Bombay or Bhatkhande Sangeet Vidyapeeth, Lucknow or Indira Kala Sangeet Vishwa Vidyalaya, Khairagar (MP) or Sangeet Praphakar Examination of Prayag Sangeet Samiti, Allahabad or an
equivalent qualifications from other recognised institutions. The following Degree/Diploma awarded by Pracheen Kala Kendra, Chandigarh will also be treated as equivalent qualifications for the post of Music Teacher.

(i) Sangeet Bhaskar with Graduation in any discipline
(ii) Sangeet/Nritya Bhushan with graduation in any discipline
(iii) Sangeet Bhushan with Sr. Secondary/Intermediate/Part I of 3 years Degree Course.
(iv) Sangeet /Nritya Visharad with Sr. Sec./Intermediate 3 years degree Part I Examination.

**Physical Education Teacher**

*Essential:*

University Degree with recognised Diploma in Physical Education or B.P.E. from Laxmibai College or Physical Education or equivalent qualifications.

Distinguished sportsmen who have represented the country in recognised national or international events will also be made eligible for appointment on ‘TRIAL BASIS’ provided they possess a University Degree and the condition of possession the Diploma in Physical Education or equivalent qualifications shall not apply.

**SOCIALLY USEFUL PRODUCTIVE WORK TEACHERS**

1. **Electrical Gadgets and Electronics**

   *Essential:*

   1. A three years Diploma after Secondary school Certificate (High school) in Electrical/Electronics Engineering from an Institution recognised by State Government/Government of India (The minimum qualifications for admission to the Diploma Course should be at least Higher Secondary).
2. Degree in Electrical or Electronics Engineering from a recognised University.

Desirable:

One year practical experience in workshop_Institution.

2. **Leather work Teacher**

*Essential:*

1. Matriculation or equivalent examination

2. Minimum three years Diploma or any equivalent recognised diploma in leather work or certificate course in leather work and footwear from a recognised Institution.

3. **Typewriting (English and Hindi) Teacher**

*Essential:*

Graduate in Commerce with a recognised Certificate in Typewriting or with Typewriting as a subject in Second_Higher Secondary Examination.

4. **Photography Teacher**

*Essential:*

(a) Matriculation or its equivalent examination.

(b) Diploma or Certificate in Photography or minimum 2 years duration of a recognised Institution.

OR

Certificate in Photography from Faculty of Fine Arts or a recognised University.

5. **Gardening Teacher**

*Essential:*

B.Sc. (Agr.) preferably trained.
6. **Tailoring Teacher**

1. Graduate with

   (a) Diploma/Certificate in Tailoring Needle work, and Embroidery from a recognised Institution, viz.

      (i) Lady Irwin College, New Delhi

      (ii) Govt. Industrial Training Institute Kasturba Gandhi Marg, New Delhi

      (iii) Panjab Govt. Technical Training Centre, Simla.

   **OR**

   (b) Certificate of Tailoring Course in Womens’ and Childrens’ Garments from departments of Technical Education Maharashtra.

   **OR**

   (c) Diploma in Craft making (Tailoring) from the social welfare and Rehabilitation Directorate, New Delhi

      Nine months/one year training course certificate in cutting and tailoring for Women instructors from Central Training Institute for Womens instructors, New Delhi.

   **OR**

   (d) Teacher’s training course in needle craft and certificate in Embroidery and Fancy from the Board of Technical Examination, Maharashtra.

   **OR**

   (e) Group certificate needle work and dressing making lower examination Tailoring and tech. teachers’ certificate from the Govt. of Madras.

   **OR**
2. B.Sc. (Home Science) with Tailoring as a subject and B.Ed.

OR

3. Diploma Holders of 3 years course in Tailoring and Costume Designing of any recognised Institute or any other equivalent Diploma from a recognised Institution.

7. **Wood Craft Teacher**

*Essential:*

1. Secondary School Certificate (High School)
2. Five years Diploma in Wood Craft from any recognised Institution.

8. **Superintendent, Abdullah Nursery, AMU**

*Essential:*

1. Bachelor’s Degree with a minimum of 48% marks.
2. University Degree/Diploma in Nursery Education or Education/Teaching.

*OR*

Four years integrated course of education of any University.

3. Ability to speak English fluently with working knowledge of Urdu and Hindi.
4. Experience of working in a recognized Primary School for atleast five years.

*Desirable:*

Ability to supervise Administrative, Academic and Extra curricular work of the School.

Preference will be given to women candidates.
PART - IV

MISCELLANEOUS INFORMATION

CADRE----S/GRADES/STRUCTURES:

Group B & C:

1. Ministerial Services

   Section Officer Grade I Rs. 6500-10500
   Assistant Grade IV Rs. 5000-8000
   Upper Division Clerk Grade VII Rs. 4000-6000
   Lower Division Clerk Grade IX Rs. 3050-4590

2. Secretarial Services

   Private Secretary Grade I Rs. 6500-10500
   Senior Personal Assistant Grade II Rs. 6500-10500
   Personal Assistant Grade IV Rs. 5000-8000
   Stenographer Grade IV Rs. 4000-6000

3. Laboratory Services

   Junior Scientific/ Grade I Rs. 6500-10500
   Technical Officer
   Senior Technical Asstt. Grade III Rs. 5500-9000
   Senior Laboratory Asstt. Grade VI Rs. 4000-6000
   Junior Laboratory Asstt. Grade VIII Rs. 3200-4900
4. **Security Services**

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Officer</td>
<td>Grade I</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Assistant Security Officer</td>
<td>Grade III</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Security Inspector</td>
<td>Grade V</td>
<td>Rs. 5000-9000</td>
</tr>
<tr>
<td>Security Assistant/</td>
<td>Grade IV</td>
<td>Rs. 3200-4900</td>
</tr>
<tr>
<td>Security Supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Workshop/Mechanics**

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreman Grade-I</td>
<td>Grade I</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>and equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreman Grade-II</td>
<td>Grade III</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Technician ‘E’ class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blower, etc. and equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanics, Technicians</td>
<td>Grade V</td>
<td>Rs. 4500-7000</td>
</tr>
<tr>
<td>Glass Blower and equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Workshop Assistant</td>
<td>Grade VI</td>
<td>Rs. 4000-6000</td>
</tr>
<tr>
<td>Technician ‘C’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanics and equivalent</td>
<td>Grade VIII</td>
<td>Rs. 3200-4900</td>
</tr>
<tr>
<td>Assistant Mechanics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. Some posts are common between Engineering and workshop Cadres.
2. Mechanics and Technicians include all type of Mechanics and Technicians irrespective of their place of work.
6. **Engineering Staff:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer</td>
<td>I</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Draftsman/Engineer</td>
<td>III</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Draftsman/Junior Engineer</td>
<td>V</td>
<td>Rs. 4500-7000</td>
</tr>
<tr>
<td>Draftsman/A.C. Operator/</td>
<td>VI</td>
<td>Rs. 4000-6000</td>
</tr>
<tr>
<td>Mechanic/Head Electrician/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Plumber/Head Mason/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Carpenter/Head Painter/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Pump Operator/Head Blacksmith/Head Welder and equivalent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrician/Wireman/</td>
<td>VIII</td>
<td>Rs. 3200-4900</td>
</tr>
<tr>
<td>Meter Reader/Pump Operator/Plumber/Mason/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpenter/Painter/Welder/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blacksmith/Work Assistant, Tracer and equivalent.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **Museum/Archives**

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Curator/Archival</td>
<td>I</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Superintendent/Preservation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Curator/Guide</td>
<td>III</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Lecturer/Artist/Archives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Grade</td>
<td>Salary Range</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Museum Artist/Lamination</td>
<td>V</td>
<td>Rs. 4500-7000</td>
</tr>
<tr>
<td>Artist/Preservation or Museum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant/Assistant Archivist/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservationist/Micro-Photographist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Museum Guide</td>
<td>VII</td>
<td>Rs. 4000-6000</td>
</tr>
<tr>
<td>Marksman</td>
<td>VIII</td>
<td>Rs. 3200-4900</td>
</tr>
</tbody>
</table>

Note:

Similar/Comparable posts qualifications-wise are also available in teaching departments under this cadre.

8. **Agriculture/Veterinary**

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livestock Farm Manager/</td>
<td>I</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Dairy Superintendent/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farm Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Livestock Farm Manager/Deputy Dairy</td>
<td>III</td>
<td>Rs. 5500-9000</td>
</tr>
<tr>
<td>Superintendent/Deputy Farm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Livestock Farm Manager/Assistant Dairy</td>
<td>V</td>
<td>Rs. 4500-7000</td>
</tr>
<tr>
<td>Farm Superinntendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Dairy Assistant/</td>
<td>VII</td>
<td>Rs. 4000-6000</td>
</tr>
<tr>
<td>Senior Supervisor(Agri. Farm)/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Dairy Supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dairy Assistant/Veterinary  Grade VIII  Rs. 3200-4900
Compounder/Supervisor
(Agric. Farm) Dairy Supervisor

9. **Horticulture/Gardens**

Horticulturist/Superintendent  Grade I  Rs. 6500-10500
Horticulture, Superintendent
Gardens
Assistant Horticulturist/  Grade III  Rs. 5500-9000
Superintendent, Senior
Garden Overseer
Horticulture Inspector/  Grade V  Rs. 4500-7000
Horticulture Overseer/
Garden Overseer/
Herbarium Assistant
Senior Horticulture  Grade VII  Rs. 4000-6000
Supervisor
Horticulture Supervisor  Grade VIII  Rs. 3200-4900

10. **Drivers/Despatch Riders**

Senior Driver  Grade VIII  Rs. 4000-6000
Driver  Grade IX  Rs. 3050-4590
Despatch Rider  Grade X  Rs. 3050-4590
11. **Conservancy/Sanitation**

- Sanitary Inspector  Grade V  Rs. 4500-7000
- Sanitary Assistant  Grade VII  Rs. 4000-6000

12. **Research/Statistics**:

- Junior Research/Statistical Officer  Grade I  Rs. 6500-10500
- Senior Research/Statistical Assistant  Grade III  Rs. 5500-9000
- Research/Statistical Asstt.  Grade V  Rs. 4500-7000

13. **Computer Centre**:

- Programmer Grade-I  Grade I  Rs. 6500-10500
- Technical Officer (Computer Operation)
- System Analyst Gr.-I
- Senior Computer or Console Operator/ Programme Grade-II
- System Analyst Gr.-II
- Junior Computer or Console Operator/ Grade V  Rs. 4500-7000
- Technical Personal Assistant (Computer) Grade-I
Key Punch Operator/ Grade VI Rs. 4000-6000
Input/Output Assistant
Gr. I/Technical Personal Assistant (Computer)
Grade-II
Key Punch Operator Grade VIII Rs. 3200-4900
Gr. II Input/Output Assistant Gr. II

The Programmers/System Analysts/Technical Officer in the pay scale of Rs. 1200-1900 and Rs. 700-1600 (unrevised) revised to Rs. 8000-13500 respectively may be designated as under:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Pay scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Programmer/ Gr. B.</td>
<td>Rs. 1200-1900</td>
</tr>
<tr>
<td>System Analysts/</td>
<td>(Unrevised)</td>
</tr>
<tr>
<td>Technical Officer</td>
<td></td>
</tr>
<tr>
<td>Senior Programmer/ Gr. C.</td>
<td>Rs. 700-1600</td>
</tr>
<tr>
<td>System Analysts/</td>
<td>(Unrevised)</td>
</tr>
<tr>
<td>Technical Officer.</td>
<td>8000-13500</td>
</tr>
</tbody>
</table>

14. **University Science Instrumentation Centre:**

<table>
<thead>
<tr>
<th>Existing Designation</th>
<th>Suggested Designation Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreman Gr.I/Jr.</td>
<td>Rs. 6500-10500</td>
</tr>
<tr>
<td>Scientific Officer/ Jr.</td>
<td></td>
</tr>
<tr>
<td>Technical Officer</td>
<td></td>
</tr>
</tbody>
</table>
Sr. Technical Assistant  Sr. Technical Asstt.  Rs. 5500-9000
Technician ‘E’  Technician Gr. III
Jr. Technical Asstt./ Technician ‘D’  Technician Gr. V  Rs. 4500-7000
Technician ‘C’  Technician Gr. VI  Rs. 4000-6000
Technician ‘B’  Technician Gr. VIII  Rs. 3200-4900
Technician ‘A’  Technician Gr. XI  Rs. 2750-4400

15. Medical Services:

A. Technical:

(i) Senior Technical Assistant  Grade III  Rs. 5500-9000
(Cysto-copy)/Dialysis/
Physiotheraphy/Occupational
Therapy/Refraction/Orthopt
Optometry/Dietetics/X-Ray

(ii) Technical Assistant  Grade VI  Rs. 4500-7000
(Photo-Artist), Dental
Mechanic, Dental/Casualty
Theatre/Sterilisation Clinical
Pathology/Instrument Mechanic/
Radio theraphy/Plaster Mechanic,
Dental Hygienist/Radiographer
Prosthetist Cardiothoraci/Child
Psychology/Manufacturing Pharmacist
(iii) Medical Refractionist Grade VI Rs. 4000-6000
Senior Lab. Assistant Theatre

(iv) Gas Operator, O.T./ Grade VIII Rs. 3200-4900
Anaesthesia/Radiology,
Assistant Diesel Generator,
Operator, Boiler Operator,
Sterilization Assistant/
Laundry Assistant, Workshop
Assistant, House Keeper/
Sterilization Assistant

B. Medical Record:

(i) Medical Record Officer
Grade-II Grade I Rs. 6500-10500

(ii) Medical Record Officer
Grade-I Grade III Rs. 5500-9000

(iii) Medical Record Technician
Grade-II Grade V Rs. 4500-7000

(iv) Medical Record Assistant
Grade-II Grade VI Rs. 4000-6000

(v) Medical Record Assistant
Grade-I Grade VIII Rs. 3200-4900
C. Nursing Staff:

(i) Deputy Nursing Grade I Rs. 6500-10500 Superintendent (Deputy Matron)

(ii) Assistant Nursing Grade II Rs. 6500-10500 Superintendent/Nursing Officer (Assistant Matron)

(iii) Ward Sister/Master Grade II Rs. 6500-10500

(iv) Staff Nurse Grade V Rs. 5000-8000

(v) Auxiliary Nurse/Midwife/ Grade VIII Rs. 3200-4900 Auxiliary Assistant/ Untrained Nurse.
## CADRES AND CODES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Cadre</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Administrative/Ministerial Services</td>
<td>AM</td>
</tr>
<tr>
<td>2.</td>
<td>Secretarial Services</td>
<td>SS</td>
</tr>
<tr>
<td>3.</td>
<td>Laboratory Services</td>
<td>LS</td>
</tr>
<tr>
<td>4.</td>
<td>Workshop Services</td>
<td>WS</td>
</tr>
<tr>
<td>5.</td>
<td>Engineering/Works</td>
<td>EW</td>
</tr>
<tr>
<td>6.</td>
<td>Horticulture/Gardens</td>
<td>HG</td>
</tr>
<tr>
<td>7.</td>
<td>Medical Services</td>
<td>MS</td>
</tr>
<tr>
<td>8.</td>
<td>Library/Documentation</td>
<td>LD</td>
</tr>
<tr>
<td>9.</td>
<td>Press/Publication</td>
<td>PP</td>
</tr>
<tr>
<td>10.</td>
<td>Museum/Archieves</td>
<td>MA</td>
</tr>
<tr>
<td>11.</td>
<td>Research/Statistics</td>
<td>RS</td>
</tr>
<tr>
<td>12.</td>
<td>Stores (Technical)</td>
<td>ST</td>
</tr>
<tr>
<td>13.</td>
<td>Security/Watch &amp; Ward</td>
<td>SW</td>
</tr>
<tr>
<td>14.</td>
<td>Instrumentation/Computer</td>
<td>IC</td>
</tr>
<tr>
<td>15.</td>
<td>Photography/Reprography/Art/Cartography</td>
<td>PR</td>
</tr>
<tr>
<td>16.</td>
<td>Conservancy/Sanitation</td>
<td>CS</td>
</tr>
<tr>
<td>17.</td>
<td>Drivers/Despatch Riders</td>
<td>DR</td>
</tr>
<tr>
<td>18.</td>
<td>Guest House/Hostel</td>
<td>GH</td>
</tr>
<tr>
<td>19.</td>
<td>Agricultural/Veterinary Services</td>
<td>AV</td>
</tr>
<tr>
<td>20.</td>
<td>Extension Services</td>
<td>ES</td>
</tr>
<tr>
<td>21.</td>
<td>Miscellaneous/Heterogeneous</td>
<td>MH</td>
</tr>
</tbody>
</table>
# CORE SCALES OF PAY

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Scales of Pay of IIIrd Pay</th>
<th>Scales of Pay of IV Pay</th>
<th>Scales of Pay of V Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B-1</td>
<td>Rs. 650-1200</td>
<td>Rs. 2000-3500</td>
<td>Rs. 6500-200-10500</td>
</tr>
<tr>
<td>2</td>
<td>B-2</td>
<td>Rs. 650-1040</td>
<td>Rs. 2000-3200</td>
<td>Rs. 6500-200-10500</td>
</tr>
<tr>
<td>3</td>
<td>C-1</td>
<td>Rs. 550-900</td>
<td>Rs. 1640-2900</td>
<td>Rs. 5500-175-9000</td>
</tr>
<tr>
<td>4</td>
<td>C-2</td>
<td>Rs. 425-800</td>
<td>Rs. 1400-2600</td>
<td>Rs. 5000-150-8000</td>
</tr>
<tr>
<td>5</td>
<td>C-3</td>
<td>Rs. 425-700</td>
<td>Rs. 1400-2300</td>
<td>Rs. 4500-175-7000</td>
</tr>
<tr>
<td>6</td>
<td>C-4</td>
<td>Rs. 380-560</td>
<td>Rs. 1320-2040</td>
<td>Rs. 4000-100-6000</td>
</tr>
<tr>
<td>7</td>
<td>C-5</td>
<td>Rs. 330-560</td>
<td>Rs. 1200-2040</td>
<td>Rs. 4000-100-6000</td>
</tr>
<tr>
<td>8</td>
<td>C-6</td>
<td>Rs. 260-430</td>
<td>Rs. 975-1540</td>
<td>Rs. 3200-85-4590</td>
</tr>
<tr>
<td>9</td>
<td>C-7</td>
<td>Rs. 260-400</td>
<td>Rs. 950-1500</td>
<td>Rs. 3050-80-4590</td>
</tr>
<tr>
<td>10</td>
<td>D-1</td>
<td>Rs. 260-350</td>
<td>Rs. 950-1400</td>
<td>Rs. 3050-80-4590</td>
</tr>
<tr>
<td>11</td>
<td>D-2</td>
<td>Rs. 225-308</td>
<td>Rs. 825-1200</td>
<td>Rs. 2750-75-4400</td>
</tr>
<tr>
<td>12</td>
<td>D-3</td>
<td>Rs. 210-290</td>
<td>Rs. 800-1150</td>
<td>Rs. 2650-70-4000</td>
</tr>
<tr>
<td>13</td>
<td>D-4</td>
<td>Rs. 196-232</td>
<td>Rs. 775-940</td>
<td>Rs. 2550-60-3200</td>
</tr>
</tbody>
</table>