COMPOSITION OF SELECTION COMMITTEES FOR POSTS OTHER THAN NON-TEACHING STAFF

This manual mainly deals with the non-teaching posts, but for the sake of facility and compiling the compositions of all the Selection Committees for ‘A’, ‘B’ & ‘C’ categories of staff at one place, the composition of Selection Committee for Professor, Reader and Lecturer as provided under Statute 27 of the Statutes of the University is also added to this compendium.

Teaching Posts

A. The Selection Committee for appointment to the posts specified below shall consist of the Vice-Chancellor, the Pro-Chancellor, a nominee of the Visitor and the persons as specified against each. Provided that where the appointment of a teacher is to be made in a College or the University Polytechnic, the Principal of that College or the University Polytechnic as the case may be, shall also be an ex-officio member of the Selection Committee constituted for such appointment.

Professor

(i) The Dean of the Faculty concerned;
(ii) The Chairman of the Department concerned, if he is Professor.
(iii) One Professor of the Department to be nominated by the Vice-Chancellor;
(iv) Three persons no in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Professor will be concerned.

Reader/ Lecturer

(i) The Dean of the Faculty concerned;
(ii) The Chairman of the Department concerned;
(iii) One Professor of the Department or if there is

no Professor, a Reader of the Department to be nominated by the Vice-Chancellor;

(iv) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Reader/Lecturer will be concerned.

Principal of College or Three persons not in the service of the University Institution maintained by whom two shall be nominated by the Executive the University Council and one by the Academic Council for their special knowledge of or interest in a subject in which institution is being provided by the College or Institution.

* Lecturer (Placement in the Senior Scale) Rs.10,000-15,200

Screening Committee

1. Dean of the Faculty concerned
2. Chairman of the Department concerned, and
3. Registrar

NOTE: When a Lecturer of a College/Polytechnic/Institution is being considered for placement in the Senior Scale, the Principal/Coordinator/Director of the College/Polytechnic/Institution as the case may be, shall also be an ex-officio member of the Screening Committee to consider such placement.

**B: Associate Lecturer**/Demonstrator (except Faculty of Medicine)

For (i) Category B-1 (Rs. 6500-10500)

1. Pro-Vice-Chancellor (Chairman)
2. Dean of the Faculty concerned
3. Chairman, Department concerned/Director of the Centre concerned/head of the Section concerned (Engg. College)/Principal of the Polytechnic concerned.
4. One Professor (if there is no Professor one

* O.M. No.989/SC dated 15.5.2002
Reader) of the Department concerned to be nominated by the Vice-Chancellor.

(5) A nominee of the Vice-Chancellor.

**C: Part time Lecturer**

(1) The Dean of the Faculty concerned (Chairman)
(2) The Chairman of the Department concerned.
(3) A nominee of the Vice-Chancellor

**D: Clinical Registrar/Demonstrator**

For Categories

<table>
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<tr>
<th>Category</th>
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<tr>
<td>Rs.3000-100-3200</td>
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<td>Rs.2900-100-3100</td>
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<td>Rs.2800-100-3000</td>
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Selection Committee:

(1) Dean of the Faculty concerned (Chairman)
(2) Principal of the College concerned
(3) Chairman of the Department concerned
(4) One Professor of the Department (if in case there is no Professor a Reader of the Department) to be nominated by the Vice-Chancellor
(5) A nominee of the Vice-Chancellor

**E: Local Selection Committee Shall Consist of:**

(a) The Dean of the Faculty
(b) The Chairman of the Department
(c) One Professor of the Department or if there is no Professor, a Reader of the Deptt. to be nominated by the Vice-Chancellor
(d) A nominee of the Vice-Chancellor

Provided that where the appointment of a teacher is to be made in a College or the University Polytechnic the Principal of the College or University Polytechnic as the case may be, shall also be an ex-officio member of the Local Selection Committee constituted for such appointment.

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* O.M. No.CR/4-10/87 dated 17.12.1987
** Statute 29(29) (b)(ii) Ref. Ministry of HRD (Development of Education) letter No.F.3-16/85 dated 1.7.1986
Research Associate*

(1) Dean of the Faculty concerned (chairman)
(2) Chairman of the Department concerned
(3) One Professor of the Department (or in case there is no Professor a Reader of the Department) to be nominated by the Vice-Chancellor.
(4) A nominee of the Vice-Chancellor.

2. In case the post of which the Selection is proposed belong to a scheme/project then the Principal Investigator or the Teacher-in-Charge of the Project (whatever his designation may be) should be nominated by the Vice-Chancellor under category (3) above. The nominee of the Vice-Chancellor under category (4) above should not be identified in advance and should be got appointed by the Dean or Chairman concerned, by putting up the file/letter to the Vice-Chancellor before convening the Selection Committee.

Senior Secondary School:
Following is the Composition of the Selection Committee for the postgraduate Teacher in the 10+2 System:-

(i) Vice-Chancellor (Chairman)
(ii) Pro-Vice-Chancellor
(iii) Manager of the School concerned
(iv) Principal of the School concerned
(v) Chairman of the Department of the subject concerned, wherever a Department for the subject, exists in the University.
(vi) One member not in the service of the University to be nominated by the Vice-Chancellor for his knowledge of the subject or special concern with Senior Secondary Education.

University Schools:
Following is the Composition of the Selection Committee for the

* Ref. Notification dated 8.9.1987
various categories of posts of Teachers in the University School:—*

(i) Pro-Vice-Chancellor (Chairman)
(ii) Manager of the University
(iii) Chairman of the Deptt. of Education
(iv) Head of the School concerned.
(v) One person to be nominated by the Vice-Chancellor.

Constitution of the Local Selection Committee for recommending appointments against casual /temporary vacancies of teachers of the Senior Secondary School:

Provided that appointments against casual/ temporary vacancies of teachers in the Schools shall be made in the following manner:

(i) Against casual vacancies upto 3 months -- ad hoc appointments be made on the recommendation of Principal and Manager of School.

(ii) Against casual vacancies of more than 3 months, but not exceeding one year appointments be made on the recommendation of Local Selection Committee consisting of the following:
(a) Manager of the School, (Chairman)
(b) Chairman of the Department of the subject concerned wherever a Department for the subject exists in the University
(c) Vice-Chancellor’s nominee
(d) Principal of the School.

The Vice-Chancellor has approved the following composition of the Selection Committee for the post Supervisor (Games) in Abdullah Hall, Women’s College

1. Secretary, University Games Committee — Chairman
2. Head of the Dept. /Institution/ Officer where the post Exist (in the present case Provost, Abdullah Hall)
3. Registrar
4. Vice-Chancellor nominee

O.M. No.C-IV-Ex.Ord.-2/88 dated 11.10.88

PART- III

QUALIFICATIONS

REGISTRAR AND EQUIVALENT POSTS*

1. A post graduate degree with atleast 55% marks or its equivalent grade.

2. At least 15 years of experience as Lecturer/Reader of which 8 years should be in Reader’s grade with experience in educational administration.

   OR

   Comparable experience in research establishments and other institutions of higher education.

   OR

   15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

DY. REGISTRAR AND EQUIVALENT POSTS*

1. A post-graduate degree with atleast 55% marks or its equivalent grade.

2. 8 years experience as Lecturer in a College or University with experience in educational administration.

   OR

   Comparable experience in research establishments and other institutions of higher education.

   OR

   8 years administrative experience as Assistant Registrar or in a post carrying a scale of pay of Rs.8000-13500.

* Ref. No.F.10.52/87-Desk(U) dated 2.11.1988 issued from Govt. of India, Ministry of Human Resource Development, Dept of Education, Desk(U), New Delhi, addressed to UGC and circulated vide O.M. No.105/RRC/88 dated 18.11.1988
PLACEMENT OFFICER, BUSSINESS ADMINISTRATION DEPTT.

Rs. 3700-5700*

ESSENTIAL:

1. A Master’s Degree in Business Administration / Personnel Management with at least 55% marks or equivalent grade or equivalent recognised Post Graduate Diploma in Management.

2. At least 8 years experience in a senior position not below the rank of Manager the pay scale of Rs. 8000-13500 or in a higher grade in Industries/reputed Institution out of which 2 years experience may be in teaching in MBA level Courses in Management.

DESIRABLE:

1. Experience in training and Placement functions in Industry/reputed Institution and with good contacts for placement of management students.

2. Ability to perform teaching and related work of management students.

ASSISTANT REGISTRAR AND EQUIVALENT POSTS**

(RS. 8000-13500)

1. A post graduate degree with at least 55% marks or its equivalent grade.

2. Five years administrative experience as Section Officer, or in an equivalent posts, in any academic Institution / Govt. Office / Public undertaking.

NOTE: In the case of promotion of the post of Assistant Registrar and Dy. Registrar, the educational qualifications prescribed for direct recruitment need not be insisted upon but only those who are atleast graduate should be eligible for promotion.

* O.M. No.7566/CR/90 dated 3.3.1990

** O.M. No.7353/CR/89 dated 1.8.1989
DEPUTY FINANCE OFFICER*
(Rs.12000-18300)
“Chartered Accountancy with 5 years experience in Financing and Accountancy

ASSISTANT FINANCE OFFICER*
(Rs.8000-13500)
“Chartered Accountancy with 3 years experience in Financing and Accountancy

MANAGER, A.M.U. PRESS
Rs. 3700-5700

Qualifications:
I. Essential:
   1. Graduate with Diploma in Printing Technology from a recognised Institution.
   2. Atleast five years experience of working in responsible capacity. in a press of repute.

II. Desirable:
   1. Knowledge of English, Hindi and Urdu

NOTE:
1. Academic qualifications may be relaxed for candidates having exceptionally long relevant experience.
2. The incumbent on the post shall be an employee of A.M.U. Press and not of the Aligarh Muslim University.

PROGRAMMER GR-II (FINANCE AND ACCOUNTS DEPT)**
Rs. 5500-9000

Qualifications:
I. Essential:
   1. Bachelor’s Degree in Computer Science with at least Second Division or Bachelor’s Degree in Science plus Post Graduate Diploma in Computer Science application with at least second
division.

2. At least three years’ work experience under DOS, UNIX and Windows.

3. At least three years experience of using packages like file editor, word processor, dBase, M.S. Office, Lotus plus any RDBMS package such as Sybase, Microsoft Access etc.

4. Working knowledge of Command Language and Programming Language like Pascal, Basic, Fortran, Cobol.

_Desirable_

Master Degree in Computer Application with relevant experience as stated above.

PROGRAMMER GR-I (FINANCE AND ACCOUNTS DEPT)

Rs. 6500-10500

**Qualifications:**

I. **Essential:**

First Class M.C.A. with one year experience of data processing under UNIX/DOS/WINDOWS

OR

First Class P.D.C.A. and M.Sc./B.Sc. Engg. with one year experience of data processing under UNIX/DOS/WINDOWS.

_Desirable_

Experience of data processing in financial and accounting area in Sybase.

The qualifying examination for admission to the Bachelor’s Degree Course before the commencement of 10+2 Programme, may also be treated to have been covered under the above relaxation clause being the next lower certificate of the Bachelor’s degree.

The above relaxation clause be applicable also to those possessing the Pre-University Certificate for filling up the posts of Assistants and Section Officers through Departmental Promotion Committee.

MINISTERIAL SERVICES

1. **Section Officer**

1. Bachelor’s Degree from recognised University.

* O.M. No.1791/CR/98 dated 14.2.1999
2. Five years experience of office administration in the capacity of Assistant (Administration) or equivalent in a University/Academic Institution/Central Govt./State Govt./Govt. undertaking.

3. Knowledge of Computer specially MS Office

2. Care Taker:

Essential:

1. Bachelor’s Degree from a recognised University.
2. 5 years’ experience in maintenance of buildings and installations, including Civil/Sanitary and electrical fixtures and fittings, in a University/Academic Institution/Central Government/State Govt./Govt. Undertaking/Private Institution of repute.

Desirable:

1. Training in fire fighting.

3. Assistant (Administration)

Essential:

1. Bachelor’s Degree from a recognised University.
2. Three years experience in the capacity of U.D.C. (Administration) or equivalent in a University/Academic Institution/Central Govt./State Govt./Govt. Undertaking.

* The qualifying examination to the Bachelor’s Degree Course before the commencement of 10+2 Programme may also be treated to have been covered under the above relaxation Clause being the next lower certificate of the Bachelor’s Degree.

The above relaxation Clause be applicable also to those possession the pre-Univrersity ......................... certificate for filling up the posts of Assistants and Section Officers through Departmental Promotion Committee.

4. Upper Division Clerk

1. Bachelor’s Degree from a recognised University.
2. Two years experience as Lower Division Clerk or equivalent
in a University/Academic Institution/Central Govt./State Govt./Govt. undertaking.

OR

1. Senior Secondary/Intermediate/Higher Secondary or equivalent.
2. Five years experience as Lower Division Clerk or equivalent in a University/Academic Institution/Central Govt./State Govt./Govt. undertaking.

5. **Lower Division Clerk**

1. High School or equivalent with atleast II Division.
2. Typing speed in English of 30 w.p.m.
3. Knowledge of Computer specially M.S. Office

   The recruitment to the post of Lower Division Clerk will be made on the basis of a competitive test consisting of English Typing Computer and English composition and grammar followed by an interview of those candidates who qualify the test.

**Assistant (Accounts), Central Accounts Department**

Essential:

1. Bachelor’s Degree from a recognised University.
2. Three years experience in the capacity of Upper Division Clerk (Accounts) or equivalent in a University/Academic Institution/ Central Govt./State Govt./Govt. Undertaking.

**PROPERTY DEPARTMENT**

**Assistant (Legal)**

Essential:

1. Bachelor’s Degree in a Law with Three years experience in the relevance field

* UGC letter No.F.1-22/97 U1 dated 6.11.1998
Property Officer

Essential:

1. L.L.B. Degree
2. Five years experience in dealing with property/ revenue cases including lands records and office administration.

NOTE: “Over and above the essential qualifications, persons holding the Tehsildar/ Sr. Inspector/ Inspector of Waqf working under the State Govt. may be given preference and higher initial Start may be given to candidates of possessing exceptionally/ high qualifications and experience.

DESIRABLE:

A persons of service cadre as serving Tehsildar having knowledge of Urdu will be preferred.

Security Officer

Essential:

1. L.L.B. Degree
2. At least three years experience at Bar/Waqf matters.

Lekhpal

Essential:

1. Ten years experience in the field of revenue/ consolidation with knowledge of Urdu, Hindi and English with High School or an equivalent Certificate

Karinda

Essential:

1. Bachelor’s Degree from recognized University
2. Knowledge of case brief and pleading
3. Two years practical experience of Pairavi of legal cases.

OR

1. A Bachelor’s Degree in law from a recognized University
2. Having Knowledge of Urdu, Hindi and English.
4. One year Practical Experience of Pairavi of Legal Cases.
SECRETARIAL SERVICES

1. **Private Secretary**
   1. Bachelor’s Degree from a recognised University.
   2. Atleast five years experience of working as Senior Personal Assistant or equivalent in a University/Academic Institution/Central Govt./State Govt./Govt. undertaking.

2. **Senior Personal Assistant**
   1. Bachelor’s Degree from a recognised University.
   2. 80/40 w.p.m. speed in shorthand and typing respectively.
   3. Atleast three years experience of having worked as P.A.

3. **Personal Assistant**
   1. Bachelor’s Degree from a recognised University.
   2. Five years experience of having worked as Stenographer in a University/Academic Institution/Central Govt./State Govt./Govt. Undertaking.

4. **Stenographer**
   1. Bachelor’s Degree from a recognised University.
   3. Shorthand and typing speed 80/40 w.p.m. respectively.
   OR
   1. Senior Secondary/Intermediate/Higher Secondary or equivalent.
   3. Experience of working as Lower Division Clerk or equivalent for atleast two years.
   4. Shorthand and Typing speed 80/40 w.p.m. respectively.

The recruitment to the post of Stenographer and Senior P.A. (direct quota) will be made on the basis of a competitive test in Stenography and typing followed by an interview of those who qualify the test.

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* UGC letter No.F.1-96/81 (CPMP) dated 31.8.1984
LIBRARY STAFF

1. Librarian: Rs. 4500-7300
   (i) Master’s degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record;
   (ii) At least thirteen years as a Deputy Librarian in a University Library or eighteen years’ experience as a College Librarian;
   (iii) Evidence of innovative Library service and organisation of published work.

Desirable:
M.Phil./Ph.D. degree in Library science/information science/documentation/archives and manuscript keeping.

2. Deputy Librarian: Rs. 3700-5700
   (a) First or second class M. Lib. Sc.
       OR
       M.A./M.Sc./M.Com. plus a first or second class B. Lib. Sc. or Diploma in Library Sc.
   (b) At least seven years experience as Asstt. Librarian or in a responsible professional capacity in a University Library.
   (c) Ph.D. degree or equivalent research work in the field relevant to the profession.
   (d) In certain situations in academic Libraries, training in Computerization/Information Technology/Specialised areas may be taken into consideration.

3. Assistant Librarian:
   (a) Good Academic Record with atleast a Master’s Degree with 55% marks.

(b) Bachelor’s degree in Library Science with at least 55% marks.

OR

B. Lib. Science with Ph.D. Degree.

(c) Should have worked as Professional Assistant in the University for at least 5 years.

4. **Documentation Officer:** Rs. 8000-13500

**Essential:**

(a) Good academic record with at least a high second class Master’s degree in a subject other than Library Science.

(b) Master’s degree in Library Science with First class or high second class.

**Senior Technical Assistant** Rs. 5500-9000

**Essential:**

B. Sc. Engg. with one year experience in the relevant field after obtaining degree.

OR

B. Sc. with 3 years experience in the relevant field after obtaining degree.

OR

Diploma in Engg. with 5 years experience in the relevant field after obtaining diploma.

**Professional Assistant:** Rs. 5500-9000

**Essential:**

B.A./B.Sc./B.Com. with B.Lib. Sc. or one year Diploma in Library Science with 4 years experience of working as Semi-Professional in a Library of a University or of Institution of Higher Learning.

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* O.M. No. 7856/CR/90 dated 6.10.1990

** Approved by Vice-Chancellor
OR

M.A./M.Sc./M.Com. with B. Lib. Sc. or one year Diploma in Library Science.

Desirable :

(a) Some experience of working of Semi-Professional in a Library of a University or of Institution of high learning for persons having post graduate qualification.

(b) Knowledge and experience of typing catalogues in Hindi/English/Urdu/Persian/Arabic.

Semi-Professional : Rs. 4500-7000

Essential :

M.A./M.Sc./B.Com. with B.Lib. Science or one year post graduate Diploma in Library Science.

OR

B.A./B.Sc./B.Com. with B.Lib. Sc. or one year post-graduate Diploma in Library Science.

Desirable :

Ability to prepare catalogue cards in English/Urdu typewriting.

Assistant Curator*, Sir Syed Academy Rs. 4500-7000

Essential :

1. A Bachelor’s Degree with History/Persian/Arabic as a main subject.

2. One year Diploma in Museology from a recognised Institution.

Desirable :

1. Sound knowledge of Urdu

2. Some experience of working in an Archives.

**Sr. Binder** in M.A. Library : Rs.4000-6000

*Essential:*

1. High School or equivalent.
2. At least ten years experience of bidding of rare books and manuscripts in a Library of repute.

*Desirable:*

Practical training at National Archives of India in the art of lamination and preservation of old manuscripts.

**Puncher:** Rs.4000-6000

2. Certificate in punching or some experience of punching.

*Note:*

1. Candidates will have to undergo a practical test before interview.
2. Education qualifications may be relaxed in case of exceptionally experienced candidates who demonstrate outstanding binding skill.

**Binder** Rs.3050-4590

1. High School or its equivalent with at least three years experience in the relevant field in a Govt./Semi. Govt. Institution or a big Commercial Press.*

   **OR**

1. Class VIII Pass with at least 5 years Experience in the relevant field in a Govt. /Semi Govt. Institution or a big Commercial press.

*Note: Candidates will have to undergo a Practical test before interview.*

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FACULTY OF SCIENCE*

(1) Department of Chemistry

**Senior Instrumentation Officer**  Rs.3700-5700

Essential:

(i) Atleast a second class M.Sc. degree in Physics (Electronics as specialisation)/M.Sc. Engineering degree in Electrical (Electronics or Instrumentation as specialisation)/M.Sc. Engineering in Electronics /B.Sc. Engineering in Electronics or Electrical (Instrumentation).

(ii) Seven years experience in maintenance/repair of various Sophisticated Instruments such as Mass Spectrometer (JMS-D300-Joel, Japan); Nuclear Magnetic Resonance. Spectrometer (Varian’s Gemini-300NMR, or any other model etc.); CD/ORD Spectropolarimeter (Cary-60, USA); UV/VIS/near IR as well as Far-IR Spectrometers, etc. in a Chemical/Physical Laboratory of a recognised Research Institute/Institution or reputed Industrial undertaking.

(b) Desirable

Experienced Service Engineer of an Agency supplying one or more of the above instruments.

Job Description

(i) Keep all the instruments operational i.e., maintenance/repair of highly sophisticated electronics instruments.

(ii) Traind Research Scholars in the operational aspects of the instruments and provide assistance to users.

(iii) Supervise the operational job of technical hands of the Instrumentation Centre.

(iv) Assist the Department of Chemistry by coordinating any of the routine jobs associated with the Instrumentation Centre.

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(v) Any additional job assigned by the Chairman.

1. **Senior Technical Assistant: Rs. 5500-9000**

   **Essential:**
   
   1. B.Sc. (with Chemistry as one of the subjects)
   2. Three years experience in the relevant field after obtaining Degree

2. **Technician ‘E’ (Mechanic): Rs 5500-9000**

   **Essential:**
   
   1. Diploma in Engg. (Electrical/Mechanical)
   2. Five years experience in the relevant field after obtaining Diploma

   OR

   1. B.Sc.
   2. Three years experience in the relevant field after obtaining Degree

   OR

   1. High School

   *2. Trade Certificate (Electrical/Mechanical) from I.T.I.

   3. Eight years experience in the relevant field after obtaining Trade Certificate.

4. **Technical Assistant (Junior Analyst): Rs. 4500-7000**

   **Essential:**
   
   1. B.Sc. (Chemistry)
   2. Two years experience in the relevant field i.e. handling (Operational Part) the instruments like IR-Spectrophotometer UV-Visible -near IR-Spectrophotometer, etc. after obtaining the

* Ref. O.M. No.6964/CR/88 dated 25.11.1988
degree.

4. Technician ‘D’ (Mechanic): Rs. 4500-7000

Essential:

1. B.Sc.

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

OR

1. Diploma in Engg.

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

OR

1. I.T.I. Trade Certificate

2. Six years experience in the relevant field after obtaining Trade Certificate.

5. Technical Assistant (Stores) : Rs. 4500-7000

Essential:

1. B.Sc. in the subject concerned

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

6. Technical Assistant (Junior Analyst)*

Essential:

1. B.Sc. (Chemistry)

2. Two years experience in the relevant field i.e. handling (Operational Part) the instruments like IR-Spectrophotometer UV-Visible-near IR-Spectrophotometer, etc. after obtaining the degree.

7. **Senior Lab. Assistant: Rs. 4000-6000**

*Essential:*

1. B.Sc. (Chemistry)
2. One year experience in the relevant field after obtaining Degree

   OR

1. Senior Secondary School Certificate/Inter (Science)
2. Six years experience in the relevant field after obtaining SSSC/Inter (Science)

8. **Junior Lab. Assistant: Rs. 3200-4900**

*Essential:*

1. Senior Secondary School Certificate/Inter (Science)
2. One year experience in the relevant field after Higher Secondary

   OR

2. Three years experience in the relevant field after High School

(2) **Department of Mathematics**

1. **Senior Technical Assistant: Rs. 5500-9000**

*Essential:*

1. B.Sc. (with Maths/Statistics as one of the subjects)
2. Three years experience in the relevant field after obtaining Degree
2. **Technical Assistant: Rs. 4500-7000**

   Essential:
   
   1. B.Sc. (with Maths/Statistics as one of the subjects)
   2. Two years experience in the relevant field after obtaining Degree

3. **Senior Lab. Assistant: Rs. 4000-6000**

   Essential:
   
   1. B.Sc.
   2. One year experience in the relevant field after obtaining Degree.

   OR

   1. Senior Secondary School Certificate/Inter (Science)
   2. Six year experience in the relevant field after passing Higher Secondary.

4. **Junior Lab Assistant: Rs. 3200-4900**

   Essential:
   
   1. Senior Secondary School Certificate/Inter (Science)
   2. One year experience in the relevant field Higher Secondary.

   OR

   1. Secondary School Certificate/High School (Science)
   2. Three years experience in the relevant field after High School.

(3) **Department of Statistics**

1. **Senior Lab. Assistant: Rs. 4000-6000**

   Essential:
   
   1. B.Sc. (with Maths/Statistics as one of the subjects)
2. One years experience in the relevant field after obtaining Degree.

OR

1. Senior Secondary Certificate/Inter (Science)
2. Six years experience in the relevant field after SSC /Inter (Science)

For other posts, if any, the same pattern of qualifications to be followed as that in Deptt. of Mathematics.

(4) Department of Geography

1. Senior Technical Assistant (Cartography) : Rs. 5500-9000

Essential :

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

OR

1. Graduate (with Geography)
2. One year Diploma in Cartography/Modelling.
3. Two years experience in the relevant field after obtaining Diploma.

2. Senior Technical Assistant : Rs. 5500-9000

Essential :

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

3. Senior Technical Assistant (Surveying) :

Rs. 5500-9000
Essential:

1. M.A/M.Sc. (Geography)
2. 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.

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

   Essential:

   1. Graduate (with Geography)
   2. Two years experience in the relevant field after obtaining Degree.

5. **Senior Lab. Assistant: Rs. 4000-6000**

   Essential:

   1. Graduate (with Geography)
   2. One year experience in the relevant field after obtaining Degree.

   OR

1. Senior Secondary School Certificate/Inter (Science)
2. Six years experience in the relevant field after SSSC/Inter.

6. **Junior Lab. Assistant: Rs. 3200-4900**

   Essential:

   1. Senior Secondary School Certificate/Inter (Science)
   2. One year experience in the relevant field after SSSC/Inter (Science).
OR

1. Secondary School Certificate/High School (Science)
2. Three years experience in the relevant field after passing High School.

(5) Department of Physics

1. **Electronics Engineer*: Rs.8000-13500**

   *Essential:*
   
   1. B.Sc. Engg. (Electronics) with atleast 55% marks

   OR

   1. M.Sc. (Physics) with specialisation in Electronics with atleast 55% marks.

   2. One year Professional experience which can be relaxed for the candidates with exceptionally bright career.

   *Desirable:*

   Working knowledge of modern instrumentation systems.

2. **Senior Technical Assistant (in the Labs.): Rs. 5500-9000**

   *Essential:*

   1. B.Sc. (with Physics)

   2. Three years experience in the relevant field after obtaining Degree.

   OR

   1. Diploma in Engg.

   2. Five years experience in the relevant field after obtaining Diploma.
3. **Technician ‘E’ (Workshop) ; Rs. 5500-9000**

*Essential :*

1. B.Sc. (Physics)

2. Three years experience in the relevant field after obtaining Degree.

   OR

1. Diploma in Engg.

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

   OR

1. High School

2. *Trade Certificate from I.T.I.*

3. Eight years experience in the relevant field after Trade Certificate.

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

*Essential :*

1. B.Sc.

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

   OR

1. Diploma in Engg.

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

   OR

1. Diploma in Engg.

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

OR

1. High School
3. Six years experience in the relevant field after obtaining Trade Certificate.

5. **Senior Lab. Assistant : Rs. 4000-6000**

*Essential :*

1. B.Sc.
2. One year experience in the relevant field after obtaining Degree.

OR

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

OR

1. High School
2. Four years experience in the relevant field after Trade Certificate.

OR

1. Senior Secondary School Certificate/Inter (Science)
2. Six years experience in the relevant field after passing SSSC/Inter (Science).

6. **Junior Lab. Assistant : Rs. 3200-4900**

*Essential :*

1. High School


OR

1. Senior Secondary School/Inter (Science)

2. One year experience in the relevant field after passing SSSC/Inter (Science).

OR

1. Secondary School Certificate/High School (Science)

2. Three years experience in the relevant field after passing Secondary School Certificate/High School (Science).

(6) **Department of Geology**

1. **Senior Technical Assistant (Photography) : Rs. 5500-9000**

*Essential :*

1. Graduate

2. Atleast three years experience of Scientific Photography, photo development, printing and enlargement.

OR

1. Graduate

2. Diploma in photography.

3. Atleast two years experience in the relevant field after Diploma in photography.

2. **Senior Technical Assistant Remote Sensing Centre: Rs. 5500-9000***

*Essential :*

1. B.Sc. (Geology) with good academic record

2. Atleast three years experience of modern Geological Instruments etc., after passing the B.Sc. (Final) examination.

3. **Senior Technical Assistant (Geo-Chemical Lab.) : Rs. 5500-9000**

   **Essential :**
   
   1. B.Sc. (with Geology)
   
   2. Atleast three years experience of handling modern analytical instruments including some experience of analysis of rocks, mineral and ores in a geochemical Lab of a recognised institution.

4. **Technical Assistat (Section Cutter) : Rs. 4500-7000**

   **Essential :**
   
   1. Senior Secondary School Certificate (Science) or equivalent.
   
   2. Atleast five years experience in a recognised Institution in the techniques of preparing rock and mineral thick section, polishing, cutting and mounting of mineral grains.

   OR

   1. High School or equivalent examination with Science subjects.
   
   2. Atleast seven years experience in a recognised Institution in the techniques of preparing rock and mineral thick section, polishing, cutting and mounting of mineral grains.

5. **Technical Assistant (Stores) : Rs. 4500-7000**

   **Essential :**
   
   1. B.Sc./B.Com.
   
   2. Two years experience of Store Keeping and Maintenance of Stock register.

6. **Technical Assistant (Lab.) : Rs. 4500-7000**

   **Essential :**
   
   1. B.Sc.
   
   2. Diploma in Medical Lab Technology in the concerned discipline.
   
   3. One year experience as SLA or equivalent

   OR

   1. BMLT (Bachelor Medical Lab. Technology).
   
   2. One year experience as SLA or equivalent

   OR

   1. 10+2 (Science)/ Intermediate (Science)
   
   2. Diploma in Medical Lab Technology in the concerned discipline.
   
   3. Two years experience in the relevant field.
6. **Artist: Rs. 4500-7000**

*Essential:*

1. Graduate

2. Two years experience in Scientific drawing, painting and Clay Modelling in a teaching Department of an Institution of repute.

**OR**

1. Four years Diploma in Fine Arts.

2. One years experience of working in a Govt./Quasi Govt./Institution/Museum.

7. **Museum Curator: Rs. 4500-7000**

*Essential:*

1. B.Sc. (with Geology).

2. Two years experience of handling & dressing Geological specimen.

3. Working knowledge of common rocks minerals, fossils, crystal models etc.

**OR**

1. B.Sc. (with Geology)

2. One year Diploma in Museology

3. One year experience in the relevant field after Diploma

4. Working knowledge of common rocks, minerals, fossils, crystal models etc.

8. **Drawing Instructor: Rs. 4500-7000**

*Essential:*

1. Three years Diploma in Drafting & Designing
2. Three years experience in the relevant field after Diploma
   
   OR

1. One year Diploma in Cartography
2. Five years experience in the relevant field after Diploma

9. **Junior Lab. Assistant: Rs. 3200-4900**

   **Essential:**

   1. Senior Secondary School Certificate/Inter(Science)
   2. One year experience in the relevant field after passing SSSC/Inter (Science).

   OR

1. Secondary School Certificate /High School (Science)
2. Three years experience in the relevant field after passing High School (Science).

   * Note:

   1. Departments in the Faculty of Science may borrow qualifications approved from Departments of the Faculty of Engg. & Tech. for similar posts.
   2. The Deptt. concerned may, however, give desirable qualifications as it may consider proper.

COMPUTER CENTRE

1. **System Engineer: Rs. 12000-18300**

*Essential:*

Master’s degree or Postgraduate Diploma in Computer Science followed by at least five experience as System Programmer.

*Desirable:*

Research degree in Computer Science or equivalent Software Development Project work.

*Job Description:*

(i) Maintain Computer System and develop Software for efficient operation of the Computing System in Multi-Programming batch and time-shared modes and Computer networking.

(ii) Participate in the Centre in its teaching and other academic Programmes.

(iii) Provide assistance to users in programme development.

(iv) Assist the Computer Centre in its operational aspects and any other duties that may be assigned from time to time.

2. **Senior Programmer: Rs. 8000-13500**

*Essential:*

A Master Degree in Science of Technology of this University or its equivalent with two years experience as a Programmer/System Analyst.

OR

Postgraduate Diploma or Degree in Computer Science/Computer Engg. with three years experience as a Programmer/System Analyst.

*Desirable:*

1. Sufficient experience of working on PC’s and knowledge of D-base III language.
2. Experience of Software Development for Data Base Systems, preferably connected with University management.

3. A Postgraduate Degree in Computer Science/Engg. with good experience of Development and maintaining software and operating System.

3. **Senior Technical Assistant: Rs. 5500-9000**

*Essential:*

Diploma in Electrical/Mech. Engg. with atleast five years experience of maintaining central air-conditioning Units and Generating sets & Control Panels.

OR

High School or equivalent with a trade certificate in the relevant trade from I.T.I. with atleast ten years experience of maintaining Central Air Conditioning Units and generating sets and Control panels.

**Note:** Academic qualifications may be relaxed in case of candidates with exceptionally long experience.

4. **System Analyst Grade II : Rs. 5500-9000**

*Essential:*

1. Post B.Sc. Diploma in Computer Science Applications/ Bachelor’s Degree in Computer Science.

2. Atleast three years experience of using packages like file editor, word processor d-Base, LOTUS-1-2-3-etc. which should include atleast one year experience of operating system management on multi programming time sharing Computer System.

3. Working knowledge of command language and programming language like PASCAL, BASIC, FORTRAN, COBOL

OR
1. Bachelor’s Degree in Science.

2. Atleast five years experience of using packages like file editor word processor, dBASE, LOTUS-1-2-3 etc. and operating system management on multi programming time sharing Computer System.

3. Working knowledge of command language and programming languages like PASCAL, BASIC, FORTRAN, COBOL.

5. **Senior Computer Operator:** Rs. 5500-9000

   **Essential:**

   1. Post B.Sc. Diploma in Computer Science Application/ Bachelor’s degree in Computer Science.

   2. Atleast three years experience of using packages like file editor, word processor, dBASE, LOTUS-1-2-3 etc., which should include atleast one year experience of operating system management on multi programming time sharing Computer System.

   3. Working knowledge of Command languages and programming languages like PASCAL, BASIC, FORTRAN, COBOL.

   OR

   1. Bachelor’s degree in Science

   2. Atleast five years experience of using packages like file-editor word processor, dBASE, LOTUS-1-2-3 etc., and operating system management on multi-programming time sharing Computer System.

   3. Working knowledge of Command Language and programming languages like PASCAL, BASIC, FORTRAN, COBOL.

6. **Technical Personal Assistant (Computer): Rs. 4500-7000**

   **Essential:**

   1. Bachelor’s degree
2. Diploma in Computer Programming
3. At least two years experience of operation of time sharing Computer System, using software packages like file editor, word processor, dBASE, LOTUS-1-2-3 etc.

OR

1. B.Sc. Degree
2. At least three years experience of operation of time sharing Computer system using software, packages like file editor, Word Processing, dBase, Lotus-1-2-3 etc.

7. **Junior Computer Operator: Rs. 4500-7000**

*Essential:*

1. Bachelor’s degree
2. Diploma in Computer Programming.
3. At least two years experience of operation of time sharing Computer System, using software packages like file editor, word processor, dBASE, LOTUS-1-2-3 etc.

OR

1. B.Sc. degree
2. At least three years experience of operation of time sharing Computer System, using software packages like file editor, word processor, dBASE, LOTUS-1-2-3 etc.

8. **Tape Disc Librarian: Rs. 4000-6000**

*Essential:*

1. Bachelor’s degree or diploma in relevant field.
2. At least two years experience of handling data processing machines and of using packages like file editor, word processor dBASE, LOTUS-1-2-3 etc. on PC/Computers. Key-in speed 10,000 depressions per hour.
3. Some experience of maintaining software library.

OR

1. Senior Secondary School Certificate or equivalent.
2. At least six years experience of handling data processing machines and of using packages like file editor, word processor dBASE, LOTUS-1-2-3 etc. on PC/Computers. Key-in speed 10,000 depressions per hour.
3. Some experience of maintaining software library.

9. **Key Punch operator (Grade-I)/Input Output Assistant (Grade I):**

Rs. 4000-6000

*Essential:*

1. Bachelor’s degree or Diploma in relevant field.
2. At least two years experience of handling data processing machines and of using packages like file editor, word processor dBASE, LOTUS-1-2-3 etc. on PC/Computers. Key-in speed 10,000 depressions per hour.

OR

1. Senior Secondary School Certificate or equivalent
2. At least six years of handling data processing machines and of using packages like file editor, word processor dBase Lotus-1-2-3 etc. on PC/Computers Key in speed 10,000 depressions per hour.

10. **Key Punch Operator (Grade-II): Rs. 3200-4900**

*Essential:*

1. Senior Secondary School Certificate or equivalent.
2. At least one year experience of handling data processing machines and using file editor, word processor etc. Key-in speed 10,000 depressions per hour.
10. **Job Receptionist:** *Rs. 4000-6000*

**Essential:**

1. Bachelors’ Degree from a recognized University.
2. Two years experience in the relevant field after obtaining Degree.

**Desirable:**

Diploma in Computer Programming and applications.

* D.No.1086/CR/97 dated 12-6-1997
(i) Department of Botany

1. **Senior Technical Assistant: Rs. 5500-9000**

   (All India Coordinated Research Project)

   *Essential:*

   1. M.Sc. (Botany) with Nematology as one of the papers.

   OR

   2. M.Sc. in Nematology

   OR

   3. M.Sc. (Agriculture) with Nematology

   2. One years experience in the relevant field after M.Sc.

2. **Senior Technical Assistant: Rs. 5500-9000**

   *Essential:*

   1. B.Sc. (with Botany as one of the subjects)

   2. Three years experience in the relevant field after obtaining degree.

3. **Senior Technical Assistant (Photography): Rs. 5500-9000**

   *Essential:*

   1. Graduate

   2. Atleast three years experience of Scientific Photography, Photo development, printing and enlargement after obtaining degree.

   OR

   1. Graduate

   2. Diploma in Photography

   3. Atleast two years experience in the relevant field after obtaining diploma in Photography.
4. **Senior Technical Assistant (Refrigerator): Rs. 5500-9000***

*O.M. No.1818/CR/98 dated 25.3.98*

**Essential:**

B.Sc. Engineering with one year experience in the relevant field after obtaining degree.

OR

B.Sc. with 3 years experience in the relevant field after obtaining degree.

OR

Diploma in Engg. with 5 years experience in the relevant field after obtaining diploma.

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

**Essential:**

1. B.Sc. (with Botany as one of the subjects)
2. Two years experience in the relevant field after obtaining degree.

5. **Technical Assistant (Museum): Rs. 4500-7000**

**Essential:**

1. B.Sc. (with Botany as one of the subjects)
2. Diploma in Museology
3. One year experience in the relevant field after obtaining Diploma.

6. **Technical Assistant (Instrumentation): Rs. 4500-7000**

**Essential:**

1. Diploma in Electrical Engg.
2. Three years experience in the relevant field after obtaining diploma.
7. **Senior Lab Assistant: Rs. 4000-6000**

   *Essential:*
   
   1. B.Sc. (with Botany as one of the subjects)
   2. Atleast one year experience in the relevant field after obtaining Degree.

   OR

   1. Senior Secondary School (Certificate)/Inter (Science)
   2. Atleast six years experience in the relevant field after passing Senior Secondary School Certificate/Inter (Science).

8. **Junior Lab. Assistant: Rs. 3200-4900**

   *Essential:*
   
   1. Senior Secondary School Certificate/Inter (Science)
   2. Atleast one year experience in the relevant field after passing Senior Secondary School Certificate/Inter (Science).

   OR

   1. Secondary School/High School (Science)
   2. Atleast three years experience in the relevant field after passing High School.

9. **Superintendent (Botanical Garden) (Sr. Technical Assistant):**

   **Rs. 5500-9000**

   *Essential:*
   
   2. One year experience of working in a Botanical Garden after obtaining Master’s degree.
10. **Senior Horticulture Supervisor: Rs. 4000-6000**

   **Essential:**
   
   1. B.Sc. (Agriculture) with Horticulture.
   2. One year experience in the relevant field after obtaining degree with Horticulture

   OR

   1. Senior Secondary School Certificate/Inter
   2. Six years experience in the relevant field after passing Senior Secondary School Certificate/Inter.

11. **Supervisor (Botanical Garden): Rs. 4500-7000**

   **Essential:**
   
   1. B.Sc. (Agriculture) with Horticulture.
   2. Two years experience of working in a Botanical Garden after obtaining the Degree.

(2) **Department of Bio-Chemistry**

1. **Senior Technical Assistant: Rs. 5500-9000**

   **Essential:**
   
   1. B.Sc. (Chemistry/Bio-Chemistry)
   2. Diploma in Medical Lab. Technology (Bio-Chemistry/Microbiology)
   3. Two years experience in the relevant field after obtaining diploma

   OR

   1. Three-year Diploma in Engg. (Electrical)
   2. Five years experience in the relevant field after obtaining diploma.
2. **Technical Assistant: Rs. 4500-7000**

   **Essential:**

1. B.Sc. (Chemistry/Bio-Chemistry)
2. Diploma in Medical Lab. Technology (Bio-Chemistry/Microbiology)
3. One year experience in the relevant field after obtaining diploma

   OR

1. B.Sc. (Chemistry/Bio-Chemistry)
2. Two years experience of working in Bio-Chemistry Chemistry/Microbiology laboratory after obtaining degree.

   OR

1. Three-year Diploma in Engg. (Electrical)
2. Three years of working experience in Bio-Chemistry Microbiology/Chemistry Laboratory after obtaining diploma.

3. **Technical Assistant (Stores): 4500-7000**

   **Essential:**

1. B.Sc./B.Com.
2. Two years experience in the relevant field after obtaining degree

4. **Senior Lab. Assistant: Rs. 4000-6000**

   **Essential:**

1. B.Sc. (Chemistry/Bio-Chemistry)
2. One year experience in the relevant field after obtaining degree

   OR
1. Senior Secondary School Certificate/Inter (Science)

2. Six years experience in the relevant field after passing Senior Secondary School Certificate/Inter (Science).

5. **Junior Lab. Assistant: Rs. 3200-4900**

*Essential:*

*1. Trade Certificate from I.T.I.*

OR

1. Senior Secondary School Certificate/Inter (Science)

2. One year experience in the relevant field after passing SSSC/Inter (Science).

OR

1. Secondary School Certificate/High School (Science)

2. Three years experience in the relevant field after passing High School.

(3) **Department of Zoology**

1. **Senior Technical Assistant (Artist)* Rs. 5500-9000**

*Essential:*

1. B.Sc. (with Zoology as one of the subjects)

2. 3 years experience in Scientific drawing and preparation of zoological Charts etc.

OR

1. Atleast 4 years Diploma in Fine Arts from a recognised institution/College.

2. Atleast one year’s experience as Artist in a Department of Zoology/Biology.

* O.M. No.8103/CR/91 dated 27.4.1991
2. **Senior Technical Assistant: Rs. 5500-9000**

   *Essential:*
   
   1. B.Sc. (with Zoology as one of the subjects)
   2. Three years experience in the relevant field after obtaining degree.

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

   *Essential:*
   
   1. B.Sc. (with Zoology as one of the subjects)
   2. Three years experience in the relevant field after obtaining degree

4. **Senior Lab. Assistant: Rs. 3200-4900**

   *Essential:*
   
   1. B.Sc. (with Zoology as one of the subjects)
   2. One year experience in the relevant field after obtaining degree

   OR

   1. Senior Secondary School Certificate/Inter (Science)
   2. Six years experience in the relevant field after passing SSSC/Inter.

5. **Junior Lab. Assistant: Rs. 3200-4900**

   *Essential:*
   
   1. High School
   
   *2. Trade Certificate from I.T.I.

   OR

   1. Senior Secondary School Certificate/Inter (Science).
   2. One year experience in the relevant field after passing Senior Secondary School Certificate/Inter.

   OR

   1. Secondary School Certificate/High School (Science)
   2. Three years experience in the relevant field after passing High School.

* O.M. No.4964/CR/88 dated 25.11.1988
6. **Driver: Rs.3050-4590**

   *Essential:*

   Same as general pattern

(4) **Centre of Wildlife & Ornithology**

1. **Animal Keeper: Rs. 4500-7000**

   *Essential:*

   1. B.Sc. (with Zoology & Botany)
   2. Two years experience in the relevant field after obtaining degree.

   OR

   1. B.Sc.
   2. Two years Diploma in Animal Keeping or its equivalent

   OR

   1. B.Sc.
   2. One year Diploma in Animal Keeping, or its equivalent
   3. One year experience in the relevant field after obtaining degree/diploma.

2. **Fieldman: Rs. 4500-7000**

   *Essential:*

   1. B.Sc. (with Zoology & Botany)
   2. Two years experience in the relevant field after obtaining degree/diploma.

3. **Senior Technical Assistant (Photographer): Rs. 5500-9000**

   *Essential:*

   1. Graduate
   2. Three years experience of Scientific photography, Photo
Development, Printing, and Enlargement after obtaining Degree.

OR

1. Graduate

2. Diploma in Photography

3. Two years experience in the relevant field obtaining Diploma in Photography.

4. **Forman Grade-II (University Polytechnic): Rs: 5500-9000**

   *Essential:*

   B.Sc. Engg with one year experience in the relevant field after obtaining Degree.

   OR

   B.Sc. with three years experience in the relevant field after obtaining Degree.

   OR

   Diploma in Engg. with five years experience in the relevant field after obtaining Diploma
**FACULTY OF ENGINEERING AND TECHNOLOGY**

1. **Assistant Workshop Superintendent, University Polytechnic:**
   **Rs. 6500-10500**

   **Essential:**

   1. B.Sc. Engg. Degree in Mechanical Engg. from a recognised University.

   2. At least three years experience of working in a responsible position in a Workshop of repute and preferably a teaching Workshop;

   OR

   1. A three years Diploma in Mechanical Engg. from a recognised University/Institute;

   2. At least 8 years experience of working in a responsible position in a Workshop or repute and preferably in a teaching Workshop.

2. **Senior Technical Asstt. and equivalent: Rs. 5500-9000**

   **Essential:**

   B.Sc.Engg. with one year experience in the relevant field after obtaining degree.

   OR

   B.Sc.Engg. with 3 years experience in the relevant field after obtaining degree.

   OR

   Diploma in Engg. with 5 years experience in the relevant field after obtaining diploma

3. **Technical Asstt. and equivalent: Rs. 4500-7000**

   **Essential:**

   B.Sc.with 2 years experience in the relevant field after obtaining degree.

* O.M. No.5223/CR/87 dated 15.10.1987
** O.M. No.137/CR/96 dated 13.11.1996
OR

Diploma in Engg. with 3 years experience in the relevant field after obtaining Diploma

OR

High School

*Trade certificate from I.T.I. with 6 years experience in the relevant field after obtaining Certificate

4. **Technical Asstt. (Stores): Rs. 4500-7000**

*Essential:*

B.Sc./B.Com. with 2 years experience in the relevant field after obtaining degree.

OR

Diploma in Mechanical/Electrical Engg. with 3 years experience in the relevant field after obtaining diploma.

5. **Technical Assistant (Draftsman): Rs. 4500-7000**

*Essential:*

Diploma in Drafting & Designing with 3 years experience in the relevant field after obtaining Diploma.

OR

High School

*Trade Certificate from I.T.I. in Draftsmanship with 6 years experience in the relevant field after obtaining certificate.

6. **Technical Assistant (Drawing): Rs. 4500-7000**

*Essential:*

B.Sc. Engg. in Civil/Mech. Engineering with one year experience in the relevant field after obtaining Diploma.

* O.M. No.4964/CR/88 dated 25.11.1988
OR

Diploma in Civil /Mech. Engineering with 3 years experience in the relevant field after obtaining Diploma.

OR

Diploma in Drafting and Designing with 3 years experience in the relevant field after obtaining Diploma.

7. **Senior Lab. Assistant: Rs. 4000-6000**

   **Essential:**

   B.Sc. with one year experience in the relevant field after obtaining degree.

   OR

   Diploma in Engg. with 2 years experience in the relevant field after obtaining diploma.

   OR

   High School

   *Trade Certificate from I.T.I. with 4 years experience in the relevant field after passing Higher Secondary.

   OR

   Senior Secondary School Certificate/Inter with Science 6 years experience in the relevant field after passing SSSC/Inter.

8. **Junior Lab. Assistant: Rs. 3200-4900**

   **Essential:**

   High School

   *Trade Certificate from I.T.I.

   OR

   Senior Secondary School Certificate /Inter (Science) with 1 year experience in the relevant field after passing SSSC/Inter (Science).

* O.M. No.4964/CR/88 dated 25.11.1988
Note: 1. The Department concerned may however give desirable qualifications as it may consider proper.

2. It was decided that a practical test may also be held for all the categories of posts in the Faculty of Engg. before the Interview and a note to this effect be appended to all qualifications.

Miscellaneous Posts

1. **Training and Placement Officer**: Rs.12000-18300

   *Essential:*

   1. A first or high second classs basic degree in Engineering.
   2. Post-graduate degree in Engineering.
   3. 10 years experience of which atleast three years should be in industry and two years in teaching/research with a senior position in Industrial/Teaching/Research Organisation.

   *Desirable:*

   Experience of supervising or arranging practical training and placement of Engineering Graduates in Industry and of looking after students welfare.

2. **Placement Officer, Dept of Business Administration**: Rs.12000-18300

   *Essential:*

   1. Master’s Degree in Business Administration Personal Management with atleast 55% Marks or equivalent grade or equivalent recognised Post Graduate Diploma in Management.
   2. At least 8 years experience in a senior position not below the rank of Manager in the pay scale of Rs.8000-13500 or in a higher grade in Industries/reputed Institution out of which 2 years experience may be in teaching in MBA level Courses in Management.

O.M. No.7566/CR/90 dated 3.3.90
Desirable:
1. Experience in training and Placement functions in Industry/reputed Institutions and with good contacts for placement of management students.
2. Ability to perform teaching and related work of management students.

3. **Workshop Superintendent, Deptt. of Mechanical Engg.**
   Rs.12000-18300

   Essential:
   A degree in Mechanical Engg. or Mettalurgical Engg. with atleast 5 years of workshop experience.

4. **Superintendent, Central Automobile Workshop:** Rs. 8000-13500

   Essential:
   1. B.Sc. Engineering degree in Mechanical Engineering from a recognised University.
   2. Atleast three years experience of working in a responsible position in any Automobile Workshop of repute.

   OR
   1. A three-year Diploma in Mechanical Engineering from a recognised University/Institute.
   2. At least 10 years experience of working in a responsible position in any Automobile Workshop of repute.

5. **Programmer, Department of Applied Mathematics:**
   Rs. 8000-13500

   Essential:
   M.Sc. in Statistics/Mathematics with first division and four years experience of programming in FORTRAN

   OR
A Postgraduate Diploma or Degree in Computer Science with at least two years experience as a programmer.

Desirable:
Experience of Programming on One-line Time Sharing System and knowledge of using DOS, dBASE III PLUS.

6. **Programmer-I, Dept. of Computer Engg: Rs. 6500-10500***

Essential:
First Class MCA with one year experience in the field of programming languages like C, C++, visual languages, Java HTML & Windows NT/UNIX OS.

OR

First Class PGDCA with B.Sc. Engg. with one year experience in the field in the field of Programming languages like C, C++, visual languages, Java, HTML and Windows NT/UNIX OS.

OR

B.Sc. Engg. (Computer/Electronic) with the knowledge of programming languages like C, C++, Visual Languages, Java, HTML and Windows-NT/UNIX OS.

7. **System Analyst Gr.II & System Programmer Gr.II: Rs.5500-9000**

Essential:
1. Post B.Sc. Diploma in Computer Science Applications / Bachelor’s Degree in Computer Science/PGDCA.

2. Atleast three years experience of using packages like file editor, word processor dBase, Lotus-1-2-3 etc. which should include atleast one year experience of operating system management on multi-programming time sharing Computer System.

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3. Working knowledge of command language & Programming language like PASCAL, BASIC, FORTRAN, COBOL

OR

1. Bachelor’s degree preferably science.

2. Atleast five years experience of using packages like File editor word processor, dBase, Lotus-1-2-3 etc. and operating system management on multi-programming time sharing Computer System.

3. Working knowledge of command languages and programming languages like PASCAL, BASIC, FORTRAN, COBOL.

8. **Electronics Engineer, Department of Electronics Engineering:**

**Rs. 8000-13500**

*Essential:*

Master’s Degree in Electronics and communication stream or its equivalent with atleast 55% marks at M.Sc. (Engg.) and B.Sc. (Engg.) levels, one year’s professional experience in the area.

OR

B.Sc. (Engg.) (Electronics) or its equivalent with at least 55% marks at Bachelor’s level. Three years professional experience.

The professional experience is relaxable for the candidates with exceptionally bright career.

*Desirable:*

Professional experience in :-

1. Electronics Circuits and Systems.

2. Micro-Computers, Microprocessors and Digital Systems,

3. Working knowledge of modern instrumentation systems.

* O.M. No.7567/CR/90 dated 3.3.90
9. **Case Analyse, Dept of Business Administration: Rs.8000-13500∗**

   **Essential:**
   1. At least high 2nd Class Master’s Degree in Management/Commerce/Economics/M.Tech./Sociology/Psychology.

   **Desirable:**
   1. Experience of case collection and writing teaching and research in any of the above areas.

10. **Forman, Deptt. of Chemical Engg.: Rs.5500-9000**

   **Essential:**
   1. B.Sc.
   2. At least 3 years experience of working on various machines.

      OR

   1. Diploma in Engg.
   2. At least 5 years experience of working on various workshop of repute.

   **Desirable:**
   Experience of maintenance and repair of Electrical/Electronics equipments. Candidates with supervisory job experience will be preferred.

11. **Forman Gr. II, Department of Elect. Engg: Rs. 5500-9000**

   **Essential:**
   1. B.Sc. Engg. with one year experience in the relevant field after obtaining degree.

      OR

   B.Sc. with three years experience in the relevant field after obtaining degree.
Diploma in Engg. with 5 years experience in the relevant field after obtaining diploma.

12. **Technical Assistant (Boiler Mistry): Rs. 4500-7000**

High School

I.T.I. Trade Certificate in appropriate trade with at least 6 years experience in the relevant field.

OR

High School passed with a competency certificate of second class Boiler Attendant with at least 10 years experience in maintenance and Operation of Boiler.

13. **Technical Assistant (Moulding) (Welding) Machinist:**

**Rs. 4500-7000**

1. Diploma in Mechanical Engg. or equivalent from a recognised Institution.

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

OR

1. High School

2. Two years Trade Certificate from I.T.I in the relevant field.

2. Six years experience in the relevant trade after obtaining Certificate.

14. **Draftsman (Civil/Mech.): Rs.4000-6000**

Diploma in Drafting and Designing from a recognised Institution with two years experience in the relevant field after obtaining the Diploma.

OR

Two years Post Matric Certificate in Draftsmanship with four year experience in the relevant field after obtaining the Certificate.

* O.M. No.1940/CR/98 dated 22.12.98
15. **Technical Assistant (Costume Design and Dress Making Section), Women's Polytechnic Rs.4500-7000***

*Essential:*

B.Sc. with 2 years experience in the relevant field after obtaining degree.

OR

Diploma in Costume Design & Dress Making/Textile Designing/ Fashion Designing or its equivalent with 3 years experience in the relevant field after obtaining Diploma.

OR

High School

Trade Certificate from I.T.I. with 6 years experience in the relevant field after obtaining the Certificate.

*Desirable:*

Working knowledge of Computer.

16. **Senior Lab. Assistant: Rs.4000-6000***

B.Sc. with one year experience in the relevant field after obtaining degree.

OR

Diploma in Costume Designing & Dress Making/Textile Designing / Fashion Designing or its equivalent with 2 years experience in the relevant field after obtaining the Diploma.

OR

High School

Trade Certificate from I.T.I. with 4 years experience in the relevant field after obtaining the Certificate.

OR

* O.M. No.1940/CR/98 dated 22.12.98
Intermediate/SSSC (Science) with 6 years experience in the relevant field after passing Intermediate/SSSC.

17. Junior Lab. Assistant: Rs.3200-4900*

One year Certificate Course in Costume Designing /Dress Making/ Fashion Designing or its equivalent after passing High School.

OR

High School
Trade Certificate from I.T.I. in the relevant field.

OR

Intermediate/SSSC or its equivalent with one year experience in the relevant field after passing Intermediate /SSSC.

18. Technical Assistant, Applied Sciences & Humanities Section: Rs.4500-7000*

Essential:

B.Sc. with 2 years experience in the relevant field after obtaining degree.

OR

Diploma in Engg. (Drafting & Designing/Architecture) with 3 years experience in the relevant field after obtaining Diploma.

OR

High School
Trade Certificate from I.T.I. with 6 years experience in the relevant field after obtaining Certificate.

19. Senior Lab. Assistant: Rs.4000-6000*

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

OR

Diploma in Engg. (Drafting and Designing/Architecture) with 2 years experience in the relevant field after obtaining diploma.

* O.M. No.8965/CR/92 dated 20.10.1992
** O.M. No.1807/CR/98 dated 9.3.1998
High School
Trade Certificate from I.T.I. with 4 years experience in the relevant field after obtaining Certificate.

OR

Intermediate/SSSC (Science) or its equivalent with 6 years experience in the relevant field after obtaining Intermediate/SSSC.

20. **Social Education Officer:**

*Essential:*


*Desirable:*

Experience of Organizing activities relating to Social work and some work experience in NSS.

21. **Technical Assistant (Studio): Rs.4500-7000***

*Essential:*

1. B.Com.
2. Two years experience in record management, office noting and drafting in recognized Organisation.

OR

1. First Class Diploma in Office Assistantship & Secretarial Practice or its equivalent.
2. Three years experience in Record Management, Office Noting & Drafting in recognized Organisation.

22. **Technical Assistant (Typewriter Machines): Rs.4500-7000***

*Essential:*

1. B.Sc.
2. Two years experience in repair of Manual/Electronic Typewriters.

OR
1. Diploma in Mechanical/Electronics Engg.

2. Three years experience in maintenance and repair of manual / electronic typewriters.

   OR

1. High School


23. **Technical Assistant (Office Assistantship & Secretarial Practice): Rs.4500-7000**

   Essential:

   Graduate or its equivalent from a recognized University/Institution with 2 years experience in the relevant field, and knowledge of Shorthand, Typing and Computer (related to Office Management) after obtaining degree

   OR

   Diploma in Office Assistantship & Secretarial Practice or its equivalent from a recognized Institution with three years experience in the relevant field, and knowledge of Shorthand, Typing and Computer (related to Office Management), after obtaining diploma.

24. **Technical Assistant (Carpenter): Rs.4500-7000**

   1. Diploma in Mechanical Engg. from recognised Institution.

   2. Three years experience in the relevant field (Wood Working, specially in joinery work) after obtaining Diploma.

   OR

   1. Two years Trade Certificate in wood working from recognised
Institution after passing High School/Secondary School Certificate.

2. Six years experience in Wood working, specially in joinery work, preferably experience in pattern making.

25. **Technical Assistant (Drawing): Rs.4500-7000**

*Essential:*

B.Sc. Engg. in Civil/Mech. Engineering with one year experience in the relevant field after obtaining degree.

OR

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

OR

Diploma in Drafting & Designing with three years experience in the relevant field after obtaining Diploma.

26. **Assistant Draftsman: Rs.4000-6000**

*Essential:*

Diploma in Engineering in appropriate branch with three years experience in the relevant field (Civil/Mech. Engg. Drawing) after obtaining Diploma.

OR

Diploma in Drafting and Designing (Civil/Mech) from a recognised Institution with three years experience in the relevant field after obtaining Diploma.

OR

Two years post matric certificate in Draftsmanship (Civil/Mech.) with six years experience in the relevant field after obtaining certificate.

* O.M. No.2030/CR/99 dated 2.7.1999
27. **Technical Assistant (Draftsman), Dept of Architecture: Rs.4500-7000**

Diploma in Architectural Assistantship or Civil Engineering or Drafting and Designing (Civil) from a recognized Institution with at least three years experience in any Architectural Institution/concern after obtaining the Diploma.

OR

Two years post-matric Certificate in Draftsmanship with six years experience in the relevant field after obtaining the Certificate.

28. **Assistant Foreman, Dept of Mechanical Engg. Rs.5500-9000**

B.Sc. Engg. with one year experience in the relevant field after obtaining Degree.

OR

B.Sc. with three years experience in the relevant field after obtaining Degree

OR

Diploma in Engg. (Mech.) with 5 years experience in the relevant field after obtaining Diploma.

29. **Technical Assistant (Blacksmith): Rs.4500-7000**

1. Diploma in Mechanical Engg. from recognised Institution.

2. Three years experience in the relevant field (Blacksmith) after obtaining Diploma.

OR

1. High School

2. Two years Trade Certificate from ITI in Blacksmith after passing High School/Secondary School Certificate.

2. Six years experience in the relevant trade (Blacksmith) after obtaining Certificate.

* O.M. No.319/CR/98 dated 11.3.2000

** O.M. No.319/CR/98 dated 11.3.2000
30. **Mechanic Gr.VI: Rs.4000-6000**

*Essential:*

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

OR

Diploma in Engineering with at least two years experience in the relevant field.

OR

High School (Science) with Trade Certificate from I.T.I. in relevant trade with at least 4 years experience in the relevant field after obtaining the certificate.

31. **Electrician: Rs. 3200-4900***

Diploma in Electrical Engg. with 2 years experience in the Electrician’s trade after obtaining Diploma.

OR

Two years Trade Certificate from I.T.I. in (Electrician) four years experience as Electrician after obtaining the Certificate.

32. **Carpenter: Rs. 4000-6000**

High School

Trade Certificate (I.T.I.) or equivalent in Carpentry with

33. **Electrician-Cum-Tube-Well Operator: Rs. 4000-6000**

*Essential:*

Diploma in Electrical Engineering with two years experience in the relevant field.

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*** O.M. No.7004/CR/90 dated 26.11.1990
High School
Trade Certificate in Electrician/Fitter from I.T.I, with four years experience as Electrician-Cum-Tube-Well Operator.
4 years experience in the relevant field after obtaining the Certificate.

OR

Senior Secondary School Certificate /Inter (Science) with 6 years experience in the relevant field after passing SSSC/Inter (Science).

34. **Tube-Well Operator, Department of Lands, Garden and Parks***

Rs.3200-4900

**Essential:**

High School
Certificate from I.T.I. in electrician/Fitter trade;

OR

Literate with at least eight years experience in the relevant field.

35. **Horticulture Supervisor, Deptt of Lands, Garden & Parks**

Rs.3200-4900

**Essential:**

1. At least 2nd Class B.Sc. (Ag.) /B.Sc. Horticulture from a recognised University with 2 years experience in maintenance of Nursery/gardens in a Govt. Organisation or Institution of repute.

OR

(10+2) with Agriculture or Diploma in Horticulture or equivalent and at least 5 years of experience of maintenance of Nursery/Gardens in Govt. Organisation or Institution of repute.

** O.M. No.7904/CR/90 dated 26.11.1999
36. **Moulder, University Polytechnic: Rs.3200-4900**

*Essential:*

High School

Certificate from I.T.I. in Moulding Trade with two years experience in the relevant field after obtaining certificate.

OR

High School with 5 years experience in Moulding.

37. **Mechanic (C.R.R.C) (Workshop) Engg. College: Rs. 4000-6000**

*Essential:*

1. B.Sc. with 2 years experience in the relevant field after obtaining degree

2. Diploma in Engg. with at least 2 years experience in the relevant field.

OR

High School

Trade Certificate from I.T.I. in relevant trade with at least 4 years experience in the relevant field after obtaining the certificate.

*Desirable:*

Candidates should be well versed with repairs of air conditioners, refrigerators etc.

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* O.M. No.1754/CR/97 dated 29.11.1997
FACULTY OF MEDICINE*

(1) **Department of Orthopaedic Surgery:**

1. **Senior Technical Assistant (Radiography):**

   Rs. 5500-9000

   *Essential:*

   1. B.Sc. with Physics as one of the subjects
   2. Diploma in Medical Lab. Technology (Radiology)
   3. Two years experience in relevant field after obtaining Diploma

   OR

   1. B.Sc.
   2. Three years experience in the relevant field after obtaining Degree

2. **Senior Technical Assistant: Rs. 5500-9000**

   *Essential:*

   1. B.Sc.
   2. Diploma in Medical Lab. Technology
   3. Two years experience in relevant field after obtaining Diploma

   OR

   1. B.Sc.
   2. Three years experience in the relevant field after obtaining Degree

3. **Senior Lab. Assistant (Stores): Rs. 4000-6000**

   *Essential:*

* O.M. No.6156/CR/88 dated 18.1.1988
1. B.Sc./B.Com
2. One year experience in the relevant field after obtaining Degree.

OR

1. Senior Secondary School Certificate/Inter (Science)
2. Six years experience in the relevant field after SSSC/Inter.

4. **Senior Lab. Assistant : Rs. 4000-6000**

*Essential:*

1. B.Sc.
2. Diploma in Medical Lab. Technology

OR

1. B.Sc.
2. One year experience in the relevant field after obtaining Degree.

OR

1. Senior Secondary School Certificate/Inter (Science)
2. Six year experience in the relevant field after SSSC/Inter.

5. **Junior Lab. Assistant : Rs. 3200-4900**

*Essential:*

1. Sr. Secondary School Certificate /Inter (Science)
2. One year experience in the relevant field after Higher Secondary.

OR

1. Secondary School Certificate/High School (Science)