

Qualification and Experience Required for Various Posts

- **Librarian** Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. 13 yrs as a Deputy Librarian in a University Library or 18 yrs experience as a College Librarian. Evidence of Innovative Library Service and organization of published work. Preference will be given to the candidates with NET/Ph.D in Library Science/Information Science/Documentation /Achives and Manuscript-keeping.
- **Assistant Librarian** Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academics record with knowledge of computerization of Library. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. Candidates with at least 2 years experience in a PG college/university of repute will be preferred. Candidates with Ph.D degree in accordance with UGC Regulations 2009 shall be exempted from the requirement of min eligibility condition of NET/SLET/SET.
- **Assistant Administrator (Stores and Materials Management)** Required computer proficient with Graduate in Material management with minimum 2-3 years hands on experience in performing stores & Inventory functions on ERP platform/Software.
- **Purchase/Inventory Officer** Graduate with sound knowledge of Purchase/Inventory management. The candidates should have very good knowledge of the procedures and follow up from placing an order to raising loss statements/writing off the charge and auction.
- **University Engineer (Maintenance – Civil/Electrical/Mechanical)** Degree/Diploma in Civil/Electrical/Mech Engg. With 5 yrs experience of working with similar organizations/projects.
- **Deputy Registrar** Post Graduate with 12 yrs relevant experience of Examination /Administration /Finance/ Logistics/ Management. Candidates having fluency in Languages (English and Hindi Both) and working efficiently on MS Office/ERP will be preferred.
- **Asst. Registrar** Post Graduate with 8 yrs relevant experience of Examination /Administration /Finance/ Logistics/ Management. Candidates having fluency in Languages (English and Hindi Both) and working efficiently on MS Office/ERP will be preferred.
- **Fire-cum-safety officer** Graduate, with diploma in fire safety preference will be given to ex-service personnel, JCOs & above position those inspect and prepare reports for all premises subject to statutory control.

- **Lab. Technicians** – CIVIL, CHEMICAL, MECHANICAL, ELECTRICAL, ELECTRONICS, COMPUTER SCIENCES, COMPUTER APPLICATIONS, BIO-TECH, AUTOMOBILE ENGINEERING, PHARMACY-03-yrs' Diploma in concerned branch / (B.Sc. (Computer Sc.) or BCA for CSE/IT/CA) and 02 yrs' relevant experience in college /University labs.
- **Lab. Assistants** – PHYSICS, CHEMISTRY, LIFE SCIENCES, ENV SCIENCE. B.Sc. in relevant disciplines with 02 yrs experience College/University.
- **Office Assistants.** Graduate with sound knowledge of MS Office and Office/Store/HR/T&P software in the Educational Institutions/Universities/Industries.
- **Supervisors (Civil/Air Conditioners/Electrical /Mechanical works)** Qualified civil/mechanical/electrical diploma holders with at least 5 yrs exp. in maintenance and service of air conditioner systems/electrical/mechanical maintenance in industry/Institutions/Universities.