

# **CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

Advertisement No. T/NT-01 (2016)

## **Non-Teaching Positions**

Applications are invited for the following positions on regular/deputation basis:

<b>Sr. No</b>	<b>Name of the Post</b>	<b>Scale Of Pay</b>	<b>Vacancies</b>
1.	<b>Internal Audit Officer *</b>	15600+GP7600	01 (On deputation basis)
2.	<b>Assistant Registrar</b>	15600+GP5400	1 (UR)
3.	<b>Medical Officer</b>	15600+GP5400	1 (UR) (Male)
4.	<b>Private Secretary #</b>	9300+GP4600	3 (UR), 1 (OBC), 1 (PwD-OH)
5.	<b>Personal Assistant #</b>	9300+GP4200	3 (UR)
6.	<b>Jr. Engineer (Civil) *</b>	9300+GP4200	01 (On deputation basis)
7.	<b>Estate Officer</b>	9300+GP4600	1 (UR)
8.	<b>Pharmacist</b>	5200+GP2800	1 (PwD-OH)
9.	<b>Security Inspector</b>	5200+GP2800	1 (UR)
10.	<b>Cook</b>	5200+GP1900	2 (UR)
11.	<b>Library Attendant</b>	5200+GP1800	1 (OBC)

\* Internal Audit Officer & Jr. Engineer (Civil) - **On deputation basis**

# Personal Assistant & Private Secretary - **for direct recruitment / deputation basis.**

### **Note:**

➤ Last date to apply online : **30<sup>th</sup> May 2016 by 1700 Hours.**

➤ Last date of receiving printouts of the online application along with all supporting documents in university: **06<sup>th</sup> June 2016 by 1700 Hours.**

## **General Instructions & Essential Information For Applying To Non-Teaching Positions**

### **Advt. No:- T/NT-01(2016)**

- i. Mere possession of eligibility conditions shall not entitle a candidate to be called for Skill Test/written test/ interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for interview if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- ii. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these rules against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
- iii. Candidate who is already in service should submit his/ her application through proper channel. However, he/ she may send an advance copy of his/ her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/ she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- iv. It is the responsibility of the candidate to assess his own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause and also based on his/her undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.
- v. Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If, any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
- vi. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- vii. The persons appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/ Guidelines of the UGC adopted by the University from time to time.
- viii. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his

conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.

- ix. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
- x. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
- xi. **Nature of Duties:-** The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- xii. The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.
- xiii. The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.
- xiv. The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the University are located or may be located in future.
- xv. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules of the University and also the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- xvi. The candidate applying for the non-teaching posts should send the self attested copies of all certificates relating to his/ her educational qualifications, experience, age, caste and other testimonials along with his/ her application (DOPT O.M. No. K-11022/ 67/ 2012-AR dated 10<sup>th</sup> May, 2013).
- xvii. A relaxation of marks in case of SC/ ST/ PWD candidates will be applicable as per the Govt. of India guidelines.
- xviii. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.

- xix. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS  
FOR A SEVEN POINTS SCALE**

(Ref. UGC Regulations, 2010)

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

- xx. At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- xxi. The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/ typewriting on computer, record maintenance, operation and maintenance of photocopier/ lamination machines etc. or having adequate experience in some other technical/ professional fields.
- xxii. Candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/ xerox copies of the enclosures to his/ her application, he or she shall not be allowed to appear at the interview and his candidature shall be treated as cancelled without any further communication in this regard.
- xxiii. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.  
(ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.  
(iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.  
(iv) The University reserves the right to reject any application without assigning any reason thereof.  
(v) The University reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.  
(vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
- xxiv. (i) Interim enquiries shall not be entertained.  
(ii) 'Canvassing in any form shall disqualify the candidature of the candidate'. (iii) Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/c payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances.
- xxv. The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/ her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone

numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time.

- xxvi. For any clarification, the candidates may contact the Deputy Registrar (Establishment) or any other designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.
- xxvii. Under the term 'good academic record' the candidate must have obtained on an average of 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree & 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master degree level or an equivalent degree from an Indian/Foreign University.
- xxviii. Stringent criteria will be applied for short-listing the candidates to be called for interview.
- xxix. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
- xxx. Reservation Policy will be followed as per Govt. of India Rules. The SC/ST/OBC/PWD candidates are required to attach the relevant certificate as per format prescribed by the Government of India.
- xxxi. The process of selection may be by a Skill Test/Written test/ Interview or combination of both.
- xxxii. Last date for submission of Online application form is **30<sup>th</sup> May 2016 by 1700 Hours.**
- xxxiii. Applicants are required to send the duly signed printout of the online application form along with all the Qualification/ Experience/ Caste certificate/ proof of claim/NOC as made in the online application form & send the same to the below mention address. The printout of the online applications form along with supporting documents must be submitted by **06<sup>th</sup> June 2016 by 1700 Hours.**
- Assistant Registrar (Recruitment)**  
**Central University of Punjab**  
**City Campus, Mansa Road**  
**Bathinda-151 001, India**
- xxxiv. All candidates are required to deposit Application fee on the online portal @ Rs. 600 for each post they apply.
- xxxv. The SC/ST/PWD and the regular employee of Central University of Punjab are exempted for application fee.
- xxxvi. CUPB will not be responsible for any loss of email sent, due to invalid/wrong email id provided by the candidates or for delay/ non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested to regularly visit CUPB website. i.e. [www.cup.edu.in](http://www.cup.edu.in); [www.cup.ac.in](http://www.cup.ac.in).
- xxxvii. Separate application (along with application fee) should be filled online for each post applied for.
- xxxviii. Any change of address from the one given in the application form should at once be communicated to the university.
- xxxix. Application fees once paid shall not be refunded under any circumstances. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- xl. The applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations must upload No Objection Certificate issued by their employees or in case if they are called for interview they have to submit NOC from their employers in order to become eligible for the interview.
- xli. In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer at the time of joining must be submitted.
- xl.ii. The age of the superannuation for all the posts is as per UGC/Gol norms.
- xl.iii. The university employees are covered under new pension scheme introduced by the Government of India. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
- xl.ii. Candidates shall have to produce original documents at the time of appearing for interview.
- xl.ii. Canvassing in any form will lead to cancellation of candidature.
- xl.ii. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the

documents submitted are fake or the candidate has a clandestine /background and has suppressed the said information, his/her services shall be terminated forthwith.

- xlvi. In case the candidate wants to apply under certain category he/she needs to upload valid copy of caste certificate duly issued by Central Government Authority.
- xlviii. After the interview in case of selections the appointment will be provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non creamy layer) is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificate.
- xlix. The University may/may not draw reserve panel(s) against possible vacancies in future.
  - i. Candidates in their own interest are advised to remain in touch with the University website [www.cup.ac.in](http://www.cup.ac.in). They should also check their email account for updates. Issuance of notifications in the newspapers is not obligatory on the part of the university.
  - ii. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on productions of Ticket number/ proof.
  - iii. In case of disputes/suites or legal proceedings against the university, the Jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.
  - liii. For any further query contact us preferable on email as mentioned below:

**Registrar**

## Detailed Qualification

1	<b>Name of the Post</b>	<b>INTERNAL AUDIT OFFICER (on deputation)</b>
2	Classification	Group-A
3	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.7600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 56 Years
6	Education and other qualification required for direct recruits	<p style="text-align: center;"><b><u>Minimum qualification :</u></b></p> <p>i. Master's Degree from a recognized University.  ii. Qualified in SAS/its equivalent Accounts Service examination of Central/State Government; Holding analogous position in any University or a Govt./PSU/Corporate Sector organization.</p> <p style="text-align: center;">Or</p> <p>Five years service in the next lower cadre in Audit/Accounts and Works Dept. of any University or a Govt./ PSU/Corporate Sector organization.</p> <p>iii. Good working knowledge of Computer applications.</p> <p style="text-align: center;"><b><u>Desirable:</u></b>  Preference will be given to the candidates with M.Com/MBA Finance/ICWA/CA/ SAS.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Not Applicable
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<b>Deputation:</b> by drawing officers belonging to Audit and Accounts Services or other similar organized Services in Central/ State Govt., University System/ Other organisation.
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p><b>Deputation:</b> Officers of Central/ State Governments, Universities and other Autonomous Organizations:  holding analogous posts on regular basis  OR  with three years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600  OR  with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400.</p>

1	<b>Name of the Post</b>	<b>ASSISTANT REGISTRAR</b>
2	Classification	Group-A
3	Scale of Pay	Pay Scale Rs.15600-39100 (Grade Pay Rs.5400/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Selection
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<b><u>Minimum Qualifications:</u></b>  Good academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/ Institute.
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	50% by direct recruitment 50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<b>Promotion:</b> Section Officer with five years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800. <b>Deputation:-</b> Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800 in the Central/ State Government, Universities and other autonomous organizations.



1	Name of the Post	<b>MEDICAL OFFICER</b>
2	Number of Post	01 (01 male)
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
5	Whether Selection or Non Selection Post	Not Applicable
6	Age limit for direct recruits	Not Exceeding 45 years for Direct Recruitment
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>M.B.B.S. with at least 55% marks from a recognized university and 05 years experience as Medical Officer in a residential teaching institution or a hospital of repute.</p> <p style="text-align: center;">Or</p> <p>M.D./ M.S. in any medical Specialty.</p> <p><b><u>Desirable:</u></b></p> <p>Candidate with Post-graduate qualifications will be preferred.</p>
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p>Direct recruitment/Deputation</p> <p>Age Limit - Not Exceeding 56 years for Deputation</p>
9	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p><b><u>For Deputation:</u></b></p> <p>Officers of the Central/State Govt. / its universities/ autonomous bodies holding analogous post on regular basis in the PB-III with GP 5400; and M.B.B.S. with at least 55% marks from a recognized university and 05 years experience as Medical Officer in a residential teaching institution or a hospital of repute.</p> <p style="text-align: center;">Or</p> <p>M.D./ M.S. in any medical Specialty.</p> <p><b><u>Desirable:</u></b></p> <p>Candidate with Post-graduate qualifications will be preferred.</p>

1	Name of the Post	<b>PRIVATE SECRETARY</b>
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Selection
5	Age limit for direct recruits	Not Exceeding 40 years
6	Education and other qualification required for direct recruits	<p><b>Minimum qualifications</b></p> <ul style="list-style-type: none"> <li>i. Graduate in any discipline with at least 50% marks from a recognized University.</li> <li>ii. Seven years experience as PA in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.. Or Five years experience for Masters Degree holders as PA in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt..</li> <li>iii. English typing speed of at least 40 wpm.</li> <li>iv. Good working knowledge of computer applications.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i. Stenography speed of at least 100 wpm.</li> <li>ii. Qualified in the examination in secretarial practice by State/Central Government or any registered institution.</li> <li>iii. Good communication skills in English, Hindi &amp; Punjabi.</li> <li>iv. Good drafting skills.</li> </ul>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	75% by direct recruitment 25% by promotion through seniority-cum-fitness, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p><b>Promotion:</b> Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 through seniority-cum-fitness and qualifying the Stenography test.</p> <p><b>Deputation:</b> As per clause 7 above with experience as Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200.</p>

1	Name of the Post	<b>PERSONAL ASSISTANT</b>
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. Graduate in any discipline with at least 50% marks from a recognized University.</li> <li>ii. Five years after Graduation or two years experience after Masters Degree as Stenographer in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt..</li> <li>iii. English typing speed of at least 40 wpm.</li> <li>iv. Good working knowledge of computer applications.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>i. Stenography speed of at least 100 wpm.</li> <li>ii. Experience as PA in a university or educational institution.</li> <li>iii. Good communication skills in English, Hindi and Punjabi along with good drafting skills.</li> <li>iv. Degree or Diploma in Computer Applications.</li> <li>v. Post Graduate Degree.</li> </ul>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	<b>JUNIOR ENGINEER</b>
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><b>Minimum qualifications for Junior Engineer (Civil):</b></p> <p>i. Bachelor's degree in Civil Engineering with at least 50% marks and three years experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p style="text-align: center;">OR</p> <p>03 years diploma in Civil Engineering with at least 55% marks and five years experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p>ii. Good working knowledge of computer applications.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	1. Junior Engineer (Civil) by Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>1. <b>Deputation for Junior Engineer (Civil):</b> Permanent employee of the Central/State Govt. or its autonomous bodies/universities:</p> <p>(i) holding analogous post in PB-II (9300-34800) + GP Rs. 4200 with the qualifications and experience mentioned at Sr. No. 7 above.</p>

1	Name of the Post	<b>ESTATE OFFICER</b>
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. Bachelor's degree with at least 50% marks.</li> <li>ii. Five years of experience as Assistant Estate Officer/Superintendent or equivalent in the grade pay of Rs. 2800 in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.</li> <li>iii. Good working knowledge of computer applications.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>i. Master's degree from recognized university.</li> <li>ii. Experience in handling of labour w.r.t. landscaping, laboratories, repairs, security etc.</li> <li>iii. Multitasking experience in organizing academic, cultural, sports and other activities.</li> <li>iv. Proficiency in local language (speaking, reading and writing)</li> </ul>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	By Direct Recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	<b>PHARMACIST</b>
2	Classification	Group-C
3	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</b>
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not exceeding 30 years
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. A Bachelor's Degree in Pharmacy from recognized University</li> <li>ii. Two years of experience in relevant field in Government / University / PSU / Autonomous Bodies / Hospitals / Clinics.</li> <li>iii. Proficiency in Computer Operations</li> <li>iv. Registered with the State Pharmacy Council</li> </ul>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	<b>Security Inspector</b>
2	Classification	Group-C
3	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</b>
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 40 years
6	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree or equivalent qualification from a recognized University</li> <li>ii. At least 10 years of experience in Police / Para – Military forces / Armed Forces of the Union and should have held post not below the rank of Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service.</li> <li>iii. Holding a valid Driving License (LMV / Motor cycle).</li> </ul> <p><b>Desirable:</b> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	<b>COOK</b>
2	Classification	Group-C
3	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)</b>
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<b>Minimum Qualifications:</b> i. 10th class pass. ii. At least 05 years experience in the kitchen of Hostel/Guest House of Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt. <i>iii. Proficiency in local language (ability to communicate)</i>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> Yes
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	50% by direct recruitment 50% by promotion according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment.
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<b>Promotion:</b> Kitchen Attendant with three years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.



1	Name of the Post	<b>LIBRARY ATTENDANT</b>
2	Classification	Group-C
3	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)</b>
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. 10+2 or its equivalent with at least one year duration certificate course in Library Science from a recognized Institute in 2<sup>nd</sup> Division.</p> <p>ii. Minimum two to three years experience of working preferably in Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.</p> <p><b><u>Desirable:</u></b></p> <p>i. B. Lib./B.Sc./B.A.</p> <p>ii. Proficiency in local language (speaking, reading and writing)</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

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