

पंजाब केंद्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)

ग्राम एवं डाकघर: घुदा, जिला: बठिंडा-151401 (पंजाब)

ईमेल: recruitment@cup.edu.in

वेबसाइट: www.cup.edu.in



Central University of Punjab

(Established vide an Act no. 25(2009) of Parliament)

VPO: Ghudda, District: Bathinda-151401 (Punjab)

Email: recruitment@cup.edu.in

Website: www.cup.edu.in

पत्रांक Ref: सीयूपीबी/23/शुद्धिपत्र / 229

दिनांक Dated: 31-10-2023

शुद्धिपत्र /Corrigendum

विज्ञापन संख्या सीयूपीबी/23-24/011 दिनांक 17.10.2023 (पृष्ठ-10) के कॉलम नंबर 5 यानी वरिष्ठ तकनीकी सहायक (लैब) के पद पर सीधी भर्ती के लिए आवश्यक शैक्षिक और अन्य योग्यताओं में आंशिक संशोधन के उपरांत कॉलम नंबर 5 में शैक्षिक और अन्य योग्यताओं को "रासायनिक विज्ञान में 55% अंकों के साथ मास्टर डिग्री" की जगह "रासायनिक विज्ञान में 55% अंकों के साथ मास्टर डिग्री और संबंधित क्षेत्र में कम से कम दो वर्ष का अनुभव" पढ़ा जाए। अन्य सभी नियम और शर्तें यथावत रहेंगी

In partial modification to the Column No. 5 i.e. Educational and other qualifications required for direct recruits for the post of Senior Technical Assistant (Lab.) of Advertisement No. CUPB/23-24/011 dated 17.10.2023 (Page-10), the educational and other qualifications may be read as "**Master's Degree with 55% marks in the Chemical Sciences with at least two years' experience in relevant field**" in place of "Master's Degree with 55% marks in the Chemical Sciences". All other terms & conditions shall remain same.

क. प. गूर्ग
31/10/2023
कुलसचिव/Registrar

प्रति प्रेषित:

1. कुलपति सचिवालय: माननीय कुलपति महोदय के सूचनार्थ VC Secretariat: for kind information of the HVC Sir.
2. डीन प्रभारी अकादमिक: सूचनार्थ Dean Incharge Academic: for information.
3. कुलसचिव के वैयक्तिक सहायक: कुलसचिव के सूचनार्थ PA to Registrar: for information of the Registrar.
4. कंप्यूटर सेंटर: विश्वविद्यालय की वेबसाइट पर अपलोड करने हेतु Computer Centre: For Uploading on University Website.
5. संबंधित फाइल / Concerned file.



पंजाब केन्द्रीय विश्वविद्यालय गैर-शिक्षण पदों हेतु भर्ती सूचना

(विज्ञापन सं. सीयूपीबी/23-24/011 दिनांक 17.10.2023)

भावी और पात्र अभ्यर्थियों से नियमित/संविदा/प्रतिनियुक्ति के आधार पर विभिन्न गैर- शिक्षण पदों हेतु ऑनलाइन आवेदन आमंत्रित किए जाते हैं।
ऑनलाइन आवेदन हेतु लिंक: <https://cupnt.samarth.edu.in>
ऑनलाइन आवेदन की अंतिम तिथि: 16.11.2023 (सायं 5:00 बजे तक)
विस्तृत विवरण हेतु देखें: www.cup.edu.in कुलसचिव

गांव व डाकघर घुद्धा, जिला बठिंडा-151401; ईमेल: recruitment@cup.edu.in



CENTRAL UNIVERSITY OF PUNJAB

RECRUITMENT NOTICE - NON-TEACHING POSTS

(Advt. No. CUPB/23-24/011 Date: 17.10.2023)

Online applications are invited from prospective & eligible candidates for various Non-Teaching posts on Regular/ Contract/Deputation basis.

Link to apply online: <https://cupnt.samarth.edu.in>

Last date to apply online: 16.11.2023 (upto 5:00 PM)

For details visit www.cup.edu.in

REGISTRAR

VPO Ghudda, District-Bathinda-151401 (Punjab), Email: recruitment@cup.edu.in

विज्ञापन का हिंदी रूपान्तर विश्वविद्यालय की वेबसाइट पर उपलब्ध है।

(Actual Size of Advt. to be published in newspapers is 04cm x 08cm = 32cm²)



RECRUITMENT FOR NON-TEACHING POSITIONS
(Advt. No. CUPB/23-24/011 Dated 17.10.2023)

Applications are invited from eligible candidates for following non-teaching posts on Regular/Deputation basis:

Sr.	Name of the Post	Pay Level (as per 7 th CPC with Entry Pay)	Total Position	UR	SC	ST	OBC	EWS	Remarks
1.	Deputy Registrar*	12 (Rs. 78,800/-)	01	01	--	--	--	--	
2.	Information Scientist	10 (Rs. 56100/-)	01	01	--	--	--	--	
3.	Security Officer	7 (Rs. 44900/-)	01	01	--	--	--	--	
4.	Private Secretary	7 (Rs. 44900/-)	04	03	--	--	01	--	One post out of these four posts is reserved for PWD-c
5.	Private Secretary (On Deputation)	7 (Rs. 44900/-)	01	--	--	--	--	--	
6.	Estate Officer	7 (Rs. 44900/-)	01	01	--	--	--	--	
7.	Section Officer	7 (Rs. 44900/-)	01	01	--	--	--	--	
8.	Nursing Officer	7 (Rs. 44900/-)	01	01	--	--	--	--	
9.	Personal Assistant	6 (Rs. 35400/-)	03	02	--	--	01	--	
10.	Hindi Translator	6 (Rs. 35400/-)	01	01	--	--	--	--	
11.	Assistant**	6 (Rs. 35400/-)	01	--	01	--	--	--	
12.	Senior Technical Assistant (Lab.)	6 (Rs. 35400/-)	01	01	--	--	--	--	
13.	Pharmacist	5 (Rs. 29200/-)	01	01	--	--	--	--	
14.	Statistical Assistant	5 (Rs. 29200/-)	01	01	--	--	--	--	
15.	Upper Division Clerk	4 (Rs. 25500/-)	01	--	--	--	--	01	
16.	Laboratory Assistant	4 (Rs. 25500/-)	02	01	--	01	--	--	
17.	Lower Division Clerk***	2 (Rs. 19900/-)	11	05	02	01	02	01	Out of these Eleven posts, one post is reserved each for PWD-b and ESM.
18.	Cook	2 (Rs. 19900/-)	02	02	--	--	--	--	
19.	Driver	2 (Rs. 19900/-)	01	01	--	--	--	--	
20.	Multi-Tasking Staff****	1 (Rs. 18000/-)	03	01	01	--	--	01	
21.	Laboratory Attendant	1 (Rs. 18000/-)	04	02	--	01	01	--	
22.	Library Attendant *****	1 (Rs. 18000/-)	01	01	--	--	--	--	

Applications are also invited for Interview/Written test from the eligible candidates for following non-teaching posts on purely temporary & Contractual basis/Part Time basis.

Sr.	Name of the Post	Emoluments	Total Posts	UR	SC	ST	OBC	EWS	Remarks
1.	Semi Professional Assistant	Rs. 41000/- Consolidated per month	01	01	--	--	--	--	On Contractual basis
2.	Computer Programmer	Rs. 41000/- Consolidated per month	01	01	--	--	--	--	On Contractual basis
3.	Make-Up-Artist	Rs. 500/- per hour (Maximum 3 hours per day)	01	01	--	--	--	--	On Part time basis

*The lien vacancy is initially up to 12.09.2024 or till the period the lien holder reverts back, whichever is earlier. In case the lien holder opts to be absorbed in the new organization, the incumbent recruited against the lien vacancy may be considered for regularization, if Department of Personnel & Training (DoPT) norms permit.

** The lien vacancy is initially up to 30.01.2024 or till the period the lien holder reverts back, whichever is earlier. In case the lien holder opts to be absorbed in the new organization, the incumbent recruited against the lien vacancy may be considered for regularization, if Department of Personnel & Training (DoPT) norms permit.

*** Out of 11, 03 Posts are against Lien vacancies initially up to 26.06.2024, 09.08.2024 and 27.02.2025 or till the period the lien holder reverts back, whichever is earlier. In case the lien holder opts to be absorbed in the new organization, the incumbent recruited against the lien vacancy may be considered for regularization, if Department of Personnel & Training (DoPT) norms permit. Otherwise, if any of the lien holder opts to revert back, the junior-most recruited incumbent will be relieved.

**** The appointment to this post is subject to the outcome of CWP-24957-2019

***** This is against the lien vacancy, for which the incumbent lien holder holds the lien initially up to 27.10.2023. In case the lien is not extended, this post will be treated as under Direct Recruitment on regular basis. Further, if the lien is extended, the post will be treated as Lien Vacancy for the extended lien period or till the lien holder reverts back, whichever is earlier. Furthermore, in case the lien holder opts to be absorbed in the new organization after extension of lien period, the incumbent recruited against the lien vacancy may be considered for regularization, if Department of Personnel & Training (DoPT) norms permit.

Applicants are required to apply online only

(Link for applying online <https://cupnt.samarth.edu.in/>)

PLEASE DON'T SEND HARD COPY OF APPLICATION FORM TO UNIVERSITY

Abbreviations: *APL*- Academic Pay Level; *UR*-Unreserved; *OBC*-Other Backward Classes; *SC*-Scheduled Caste; *ST*-Scheduled Tribe; *ESM*-Ex-Serviceman; *PWD-a* for Blindness and Low vision; *PWD-b* for Deaf and hard of hearing; *PWD-c* for Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; *PWD-d&e* for Autism, intellectual disability, specific learning disability and mental illness; and for multiple disability from amongst persons under clauses (a) to (d) including deaf-blindness.

NOTE: The candidates, who have applied on any of the posts mentioned below against the previous Advertisement No. CUPB/22-23/014 dated 12.10.2022 are informed that these posts have been withdrawn due to administrative reasons.

Application fee of such candidates will be refunded shortly:

1	Deputy Registrar	10	Pharmacist
2	Information Scientist	11	Statistical Assistant
3	Security Officer	12	Lower Division Clerk
4	Private Secretary	13	Cook
5	Estate Officer	14	Driver
6	Section Officer	15	Multi Tasking Staff
7	Nursing Officer	16	Laboratory Attendant
8	Personal Assistant	17	Library Attendant
9	Hindi Translator		

Therefore, all are informed to apply afresh against the current advertisement (No. CUPB/23-24/011 dated 17.10.2023), if they are eligible as per current advertisement.

General Instructions, Essential Information and Eligibility conditions

Advt. No: CUPB/23-24/011 Dated 17.10.2023

1. **Applicants are required to apply online (through Link: <https://cupnt.samarth.edu.in/>). The online link will be available till 16.11.2023 (by 05:00 PM).**
2. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites www.cup.edu.in only. Further, the university will not send any further information/call letters by post/newspapers. CUPB will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail and CUPB websites: www.cup.edu.in for updates.
3. Before applying, kindly read the resolve of the Executive Council in its 40th meeting held on 19.08.2022, vide item no: EC:40:2022:25, which is given below:
 - a. The Faculty/Non-Teaching employees, who join the University, no NOC w.r.t. outside employment will be given within a period of five years.
 - b. No request of Faculty/Non-Teaching employees regarding outside employment and deputation will be considered by the University within the period of five years.
 - c. The University will only entertain requests of the Faculty/Non-Teaching employees, who have applied for the outside employment through proper channel in his/her previous organization prior to joining this University through proper channel.
 - d. In case of resignation from services (Faculty/Non-Teaching), the request regarding condonation of shortfall shall not be entertained. In case of technical resignation, the incumbent shall be relieved only four days before the last date to join new organization, so that no Academic and Administrative activities should suffer.
4. **If any applicant wants to apply for more than one post, he/she will be required to apply online separately for each post by depositing fee @ Rs.600 online. Other mode of application fee will not be accepted. However, The SC/ST/PWD/Women candidates are exempted for application fee.**
5. Any candidate belonging to SC/ST/OBC (NCL), who wish to apply for any unreserved post, will not be given any relaxation of marks (10th/12th/Degrees/Diploma/NET etc.) and age etc.
6. Mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (as applicable).
7. The date for determining the eligibility (i.e. age, qualifications and experience) of all candidates in every respect shall be the closing date of online applications as prescribed in the advertisement.
8. A person registered as Overseas Citizen of India (OCI) card holder under section 7A of the Citizenship Act, 1955, is also eligible to apply.
9. University reserves the right to conduct skill test for any post, to which it deems fit.
10. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
11. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease/withdraw any post at any time before selection and make appointments accordingly.
12. The University reserves the right to reject any application without assigning any reason thereof.
13. 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.
14. The applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations submit their application through proper channel. The candidate who do not apply through proper channel must submit NOC from their employer at the time of interview, failing which their candidature will not be considered.
15. In case of in-service candidates from private sector, relieving letter from the employer at the time of joining must be submitted.
16. The posts, in which minimum qualification is graduation or above, the experience will be counted only after the date of fulfilling the minimum educational qualification as required for the post.
17. **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 last 5 years through proper channel.**
18. 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 /her 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 written test/ interview due to whatever circumstances, his/her appointment shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking.
19. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
20. 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 Competent Authority shall be final.
21. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any 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/her candidature which shall lead to termination of his/her appointment, if already appointed.
22. In case of selection, the appointment will be provisional and is subject to the community certificate being verified through proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non creamy layer)/PWD 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 Penal Code for production of false certificate.
 23. The appointment of a fresh candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
 24. 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/PSU, 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.
 25. 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.
 26. The probation period for the regular posts (wherever applicable) will be as per Cadre Recruitment rules. An employee will be considered for confirmation only if:
 - a) No one else holds a lien on the post on account of technical resignation, EOL etc.
 - b) The service of the employee have been found satisfactory.
 - c) A verification report about the character and antecedents of the employee is received from the district authorities.
 - d) A verification report of any other documents/certificates (as the university deems fit) have been obtained from the sources.
 27. Nature of Duties: The selected candidate 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. 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.
 28. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Central University of Punjab. He / She shall be required to arrange his/ her own accommodation as per his/ her convenience.
 29. The selected candidates, 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. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
 30. The salary of eligible superannuated candidates, in case of selection on regular basis, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013
 31. The selected candidates 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 such as DOPT rules, the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 etc. adopted by the University from time to time.
 32. Under the term 'good academic record' the candidate must have obtained at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University; and at least 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 from an Indian/Foreign University.
 33. **Salary slips along with the Form 16 (issued by the Employer) with proof of submission of IT Return must be uploaded showing equivalency of salary of the post for counting of past experience.**
 34. Candidate will be required to produce all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or 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/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further communication in this regard.
 35. Interim enquiries shall not be entertained.
 36. Canvassing in any form on behalf of or by the candidate shall disqualify him/her from being considered.
 37. The reservations/relaxations to SC/ST/OBC(NCL)/PWD Candidates will be provided as per the existing Govt. of India/UGC policy. The SC/ST/OBC(NCL)/PWD candidates are required to attach the relevant certificate as per format prescribed by the Government of India. OBC (Non Creamy Layer) and EWS certificates should be issued on or after 01.04.2023.
 38. Age relaxation to Govt. employees and Ex-serviceman will be as per Govt. of India rules.
 39. 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. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.

40. Any change of address from the one given in the application form should be communicated to the university immediately.
41. The age of the superannuation for all the posts is as per UGC/GOI norms.
42. The candidate shall attend the interview at the designated place and time at his/her own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (as per GOI Rules) for self only for attending interview. In case any station is not connected by rail, ordinary bus fare (shortest route) shall be paid on production of ticket. However, fare for first 30 KM of the journey shall not be reimbursed. The above mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.
43. 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.
44. **Applications will be accepted online only. Application received through mode other than online portal, shall be rejected.**
45. **For general queries, please contact:**

Incharge (Recruitment)
Central University of Punjab
VPO Ghudda, District Bathinda-151 401, India
Email: recruitment@cup.edu.in

46. **Last date for submission of Online application form is 16.11.2023 (by 05:00 PM)**

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Registrar

Qualifications and Experience for Non-teaching positions:

1	Name of Post	Deputy Registrar
2	Classification	Group – A
3	Pay Level as per 7th CPC & Entry Pay	Level 12 (Entry pay of Rs. 78800/-)
4	Age Limit for Direct Recruits	50 Years
5	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Master’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable: Relevant Experience in the areas of Establishment/ Examinations/ Finance.</p>

1	Name of Post	Information Scientist
2	Classification	Group – A
3	Pay Level as per 7th CPC & Entry Pay	Level 10 (Entry pay of Rs. 56100/-)
4	Age Limit for Direct Recruits	40 Years
5	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent.</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master’s Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)</p> <p>Desirable: Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.</p>

1	Name of Post	Security Officer
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Bachelor’s Degree or equivalent qualification.</p> <p>ii. At least 5 years experience in Police / Para – Military forces / Armed Forces of the Union and should have held a post not below the rank of below Naib Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service.</p> <p>i. Holding a valid Driving License (LMV / Motor cycle).</p> <p>Desirable:</p> <p>Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>

1	Name of Post	Private Secretary (Direct Recruitment)
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years

5	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
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1	Name of Post	Private Secretary (On Deputation)
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
6	In case of recruitment by deputation, grades from which deputation to be made	<p>Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at Sr. No. 6 above.</p>

1	Name of Post	Estate Officer
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. B.E./B.Tech. in Civil Engineering or its equivalent with at least 55% marks; 2. At least 5 years' experience in civil, construction, supervision and maintenance of Buildings, Roads, Water Supply and Sewerage as Junior Engineer or Assistant Estate Officer or equivalent in Government departments, PSUs or Autonomous organization/ University or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.

1	Name of Post	Section Officer
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.

1	Name of Post	Nursing Officer
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	Essential i. B.Sc.(Nursing) from a recognized University /institute ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council iii. Two years' experience in Nursing in a reputed hospital.

1	Name of Post	Personal Assistant
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 6 (Entry pay of Rs. 35400/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	Essential: 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi

1	Name of Post	Hindi Translator
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 6 (Entry pay of Rs. 35400/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	Essential: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognised board.

1	Name of Post	Assistant
2	Classification	Group – B
3	Scale of Pay/Pay Band / Grade Pay	Level 6
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. Bachelor Degree from a recognized University / Institution. 2. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Proficiency in Typing (at least a typing speed of 30 wpm), Computer applications, noting and drafting.

1	Name of Post	Senior Technical Assistant
2	Classification	Group ‘B’
3	Scale of Pay/Pay Band/Grade Pay	Level 6
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	<p>Master’s Degree with 55% marks in the Chemical Sciences with at least two years’ experience in relevant field OR First Class Bachelor’s Degree in Sciences/Technology with Chemistry as one of the subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</p> <p><i>The experience should be in</i> University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

1	Name of Post	Pharmacist
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 5 (Entry pay of Rs. 29200/-)
4	Age Limit for Direct Recruits	32 Years
5	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (i) 10 + 2 plus with Diploma in Pharmacy (2 years duration) (ii) Registration with State Pharmacy Council.

1	Name of Post	Statistical Assistant
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 5 (Entry pay of Rs. 29200/-)
4	Age Limit for Direct Recruits	32 Years
5	Educational and other qualifications required for direct recruits	<p>Master’s Degree in Statistics or Mathematics (with statistics as one of the subjects)</p> <p>or</p> <p>Bachelor’s Degree in Statistics</p> <p>or</p> <p>Bachelor’s degree with Mathematics with Statistics as one of the subjects</p> <p>or</p> <p>Bachelor’s degree with Economics with Statistics as one of the subjects</p> <p>or</p> <p>Bachelor’s degree with Commerce with Statistics as one of the subjects</p>

1	Name of Post	Laboratory Assistant
2	Classification	Group – C
3	Scale of Pay/Pay Band / Grade Pay	Level 4
4	Age Limit for Direct Recruits	32 Years
5	Educational and other qualifications required for direct recruits	<p>Bachelor’s degree in Sciences/Technology with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</p> <p><i>The experience should be in</i> University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

1	Name of Post	Upper Division Clerk
2	Classification	Group – C
3	Scale of Pay/Pay Band / Grade Pay	Level 4
4	Age Limit for Direct Recruits	32 Years

5	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two years' experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
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1	Name of Post	Lower Division Clerk
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
4	Age Limit for Direct Recruits	30 Years
5	Educational and other qualifications required for direct recruits	Essential: (i) 12 th Class or equivalent qualification from a recognised board or university. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30 wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 Key depressions for each word) on computer. Time allowed: 10 minutes. (iii) Proficiency in Computer Operations such as working knowledge of MS Office, etc.

1	Name of Post	Cook
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
4	Age Limit for Direct Recruits	32 Years
5	Educational and other qualifications required for direct recruits	Essential: Class 10 th from a recognized School Board. Two years' experience in cooking / catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations. ITI Trade certificate in Bakery and Confectionery (one year duration)

1	Name of Post	Driver
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	Essential: (i) 10 th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3 years.

1	Name of Post	Multi-Tasking Staff (MTS)
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 1 (Entry pay of Rs. 18000/-)
4	Age Limit for Direct Recruits	30 Years
5	Educational and other qualifications required for direct recruits	Essential: 10 th Pass from a recognized Board. <p style="text-align: center;">OR</p> ITI Pass.

1	Name of Post	Laboratory Attendant
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 1 (Entry pay of Rs. 18000/-)
4	Age Limit for Direct Recruits	30 Years
5	Educational and other qualifications required for direct recruits	Essential: 10+2 with Science stream from any recognized Central/ State Board <p style="text-align: center;">OR</p> 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and two years experience in Laboratory of recognised University / Institution / College.

1	Name of Post	Library Attendant
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 1 (Entry pay of Rs. 18000/-)
4	Age Limit for Direct Recruits	30 Years
5	Educational and other qualifications required for direct recruits	Essential: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. Basic knowledge of computer applications.

POSTS ON CONTRACTUAL BASIS

1	Name of the Post	Semi Professional Assistant (On contract basis)
	Duration of the Post	On purely temporary & Contractual basis for a period of 89 days or till the joining back of the incumbent, whichever is earlier.
	Emoluments	Rs. 41000/- Consolidated per month
	Age Limit	32 Years
	Educational Qualifications and Experience	Essential: 1. Master's Degree in Library Science and Information Science from any recognised University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
2	Name of the Post	Computer Programmer (On contract basis)
	Duration of the Post	On purely temporary & Contractual basis for a period of 89 days or till the joining on the regular basis, whichever is earlier.
	Emoluments	Rs. 41000/- Consolidated per month
	Age Limit	Not exceeding 40 years as on date of Walk-In-Interview cum Written test
	Educational Qualifications and Experience	Minimum Qualification: B.E./B.Tech./M.E./M.Tech./Masters' degree in Computer Engineering/ Computer Application/ Computer Science. Skills: Python, PostgreSQL, PHP, Java, JQuery with hands on experience in ODOO ERP software. Note-1: Candidates having one year experience of programming will be preferred.
3	Name of the Post	MAKE-UP ARTIST (On Part-Time basis)
	Duration of the Post	On part time basis for one semester
	Emoluments	On part time basis upto a maximum of 3 hours per day at the rate of Rs. 500/- per hour as honorarium
	Educational Qualifications and Experience	Essential Qualification <ul style="list-style-type: none"> • Graduation Or 10+2 Diploma/Certificate/Course in Make-up and Boutique from recognized institution. • Those having proficiency in Hindi and English both will be preferred. Desirable Qualification <ul style="list-style-type: none"> • PG in Theatre/MPA-Theatre. • At least 5 years' experience in well-known Make-up Parlour or any media institution as Make-up Artist.

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/ Smt./ Kumari _____ son/daughter of
_____ of village/town _____ in District/Division
_____ in the State/Union Territory _____
belongs to the _____ Community which is recognized as a backward class under the
Government of India, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____ *. Shri/Smt./Kumari _____
and/or his/her family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does not belong to
the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,
Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of

(Name & Address of the authority issuing the Certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.

Date.

VALID FOR THE YEAR.....

1. This is to certify that Shri/ Smt./ Kumari son/ daughter/
wife of permanent resident of
..... Village/ Street..... Post Office
..... Districtin the State/Union Territory, Pin
Code whose photograph is attested below belongs to Economically Weaker Sections, since
the gross annual income* of his/ her 'family'** is below Rs. 8 lakh (*Rupees Eight Lakh only*) for the financial year
..... His/ her family does not own or possess any of the following assets***:
- I. 5 Acres of agricultural land and above in rural area;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 Sq. yards and above in areas other than the notified municipalities.
2. Shri/ Smt./ Kumari belongs to the caste, which is not
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent passport
size photograph
of the applicant

Signature with seal of Office.....
Name.....
Designation.....

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.
***Note 3: The property held by 'Family' in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.