



पंजाब केन्द्रीय विश्वविद्यालय

## भर्ती सूचना

भावी और योग्य अभ्यर्थियों से नियमित/प्रतिनियुक्ति/कार्यकाल आधारित विभिन्न गैर-शिक्षण रिक्त पदों के लिए ऑनलाइन आवेदन आमंत्रित किए जाते हैं। योग्यता, सामान्य निर्देश, पात्रता मानदंड, ऑनलाइन आवेदन और अन्य विवरण हेतु कृपया वेबसाइट [www.cup.edu.in](http://www.cup.edu.in) देखें।

ऑनलाइन आवेदन करने की अंतिम तिथि: 25.11.2022 (सायं 05:00 बजे तक)

(विज्ञापन सं. सीयूपीबी/22-23/014 दिनांक 12.10.2022)

कुलसचिव

गांव व डाकघर घुददा, जिला बठिंडा-151401; ईमेल: [recruitment@cup.edu.in](mailto:recruitment@cup.edu.in)



**CENTRAL UNIVERSITY OF PUNJAB**

## **RECRUITMENT NOTICE**

Online applications are invited from the prospective & eligible candidates for the various vacant Non-Teaching posts on regular/tenure/deputation basis. Visit [www.cup.edu.in](http://www.cup.edu.in) for Qualifications, Instructions, Eligibility Criteria, online application form & other details.

Last date to apply online: 25.11.2022 (by 05:00 PM)

Advt. No. CUPB/22-23/014 Date: 12-10-2022

REGISTRAR

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

विज्ञापन का हिंदी रूपान्तर विश्वविद्यालय की वेबसाइट पर उपलब्ध है।



**RECRUITMENT FOR NON-TEACHING POSITIONS**

(Advt. No. CUPB/22-23/014 Dated 12.10.2022)

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

Sr. No.	Post Code	Name of the Post	Pay Level (as per 7 <sup>th</sup> CPC Pay Matrix)	Entry Pay	Vacant Position	Method of Recruitment	Remarks
1.	FO-01	Finance Officer	14	Rs. 144200/-	1-UR	Tenure Appointment	
2.	DL-01	Deputy Librarian	13A	Rs. 131400/-	1-UR	Direct Recruitment	
3.	DR-01	Deputy Registrar*	12	Rs. 78,800/-	1-UR	Direct Recruitment	
4.	IS-01	Information Scientist	10	Rs. 56100/-	1-UR	Direct Recruitment	
5.	SCO-01	Security Officer	7	Rs. 44900/-	1-UR	Direct Recruitment	
6.	PS-01	Private Secretary	7	Rs. 44900/-	3-UR	Direct Recruitment	One post out of these four posts is reserved for PWD-C <sup>§</sup>
	PS-02	Private Secretary	7	Rs. 44900/-	1-OBC		
	PS-08	Private Secretary	7	Rs. 44900/-	1	Deputation	
7.	EO-01	Estate Officer	7	Rs. 44900/-	1-UR	Direct Recruitment	
8.	SO-01	Section Officer	7	Rs. 44900/-	1-UR	Direct Recruitment	
	SO-02	Section Officer	7	Rs. 44900/-	1-OBC	Direct Recruitment	
9.	NO-01	Nursing Officer	7	Rs. 44900/-	1-UR	Direct Recruitment	
10.	PA-01	Personal Assistant	6	Rs. 35400/-	2-UR	Direct Recruitment	
	PA-02	Personal Assistant	6	Rs. 35400/-	1-OBC		
11.	HTR-01	Hindi Translator	6	Rs. 35400/-	1-UR	Direct Recruitment	
12.	PHR-01	Pharmacist	5	Rs. 29200/-	1-UR	Direct Recruitment	
13.	SA-01	Statistical Assistant	5	Rs. 29200/-	1-UR	Direct Recruitment	
14.	LDC-01	Lower Division Clerk	2	Rs. 19900/-	5-UR	Direct Recruitment	Out of these six posts, one post each is reserved for PWD-b & ESM. <sup>§</sup>
	LDC-02	Lower Division Clerk	2	Rs. 19900/-	1-OBC		
15.	COO-01	Cook	2	Rs. 19900/-	2-UR	Direct Recruitment	
16.	DRV-01	Driver	2	Rs. 19900/-	1-UR	Direct Recruitment	
17.	MTS-01	Multi Tasking Staff***	1	Rs. 18000/-	1-UR	Direct Recruitment	
	MTS-03	Multi Tasking Staff	1	Rs. 18000/-	1-SC		
18.	LAT-01	Laboratory Attendant	1	Rs. 18000/-	2-UR	Direct Recruitment	
	LAT-02	Laboratory Attendant	1	Rs. 18000/-	1-OBC	Direct Recruitment	
	LAT-04	Laboratory Attendant	1	Rs. 18000/-	1-ST	Direct Recruitment	
19.	LIT-01	Library Attendant **	1	Rs. 18000/-	1-UR	Direct Recruitment	

\*The lien vacancy is initially up to 12.09.2023 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 27.10.2023 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 appointment to this post is subject to the outcome of CWP-24957-2019

§ Separate Merit list will be prepared for each of the posts having unique post code. However, in the case of PWD/ESM vacancies, a combined merit list of all PWD candidates applying for Private Secretary or LDC, as the case may be, will be prepared. In case the selected meritorious PWD/ESM candidate belongs to UR/SC/ST/OBC/EWS, he/she will consume the post of UR/SC/ST/OBC/EWS, irrespective of the fact he has applied for different Post Code of Private Secretary or LDC. Thus, the horizontal reservation of PWD will be implemented, wherever the post is reserved.

**Applicants are required to apply online only**

(Link for Deputy Librarian <https://cuprec.samarth.edu.in> for Other positions <https://cupnt.samarth.edu.in/>)

**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.

**General Instructions, Essential Information and Eligibility conditions**

**Advt. No: CUPB/22-23/014 Dated 12.10.2022**

- Applicants are required to apply online (through Link: For Deputy Librarian <https://cuprec.samarth.edu.in> for other positions <https://cupnt.samarth.edu.in/>). The online link will be available till 25.11.2022 (by 05:00 PM).**
- Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites [www.cup.edu.in](http://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](http://www.cup.edu.in) for updates.
- Before applying, kindly read the resolve of the Executive Council in its 40<sup>th</sup> meeting held on 19.08.2022, vide item no: EC:40:2022:25, which is given below:
  - 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.
  - No request of Faculty/Non-Teaching employees regarding outside employment and deputation will be considered by the University within the period of five years.
  - 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.
  - 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.
- If any applicant wants to apply for more than one post, he/she will be required to apply online separately for each post (having unique Post Code) 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.**
- 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.
- Mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (as applicable).
- 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.
- A person registered as Overseas Citizen of India (OCI) card holder under section 7A of the Citizenship Act, 1955, is also eligible to apply.
- University reserves the right to conduct skill test for any post, to which it deems fit.
- 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.
- The University may also draw reserve panel(s) against possible vacancies in future.
- 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.
- The University reserves the right to reject any application without assigning any reason thereof.
- 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.
- 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.
- In case of in-service candidates from private sector, relieving letter from the employer at the time of joining must be submitted.
- 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.
- 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.**

19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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
32. 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.
33. 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.
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 01.04.2022.
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](mailto:recruitment@cup.edu.in)**

46. **Last date for submission of Online application form is 25.11.2022 (by 05:00 PM)**

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**Registrar**

1	Name of Post	<b>Finance Officer</b>
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Pay Level as per 7th CPC & Entry Pay	Level 14 (Entry pay of Rs. 144200/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></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) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>

1	Name of Post	<b>Deputy Librarian</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Pay Level as per 7 <sup>th</sup> CPC & Entry Pay	Academic Pay Level-13A (Entry Pay of Rs. 1,31,400/-)
5	Age Limit for Direct Recruits	55 Years
6	Educational and other qualifications required for direct recruits	<p><b>Essential:-</b></p> <p>i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii. Eight years experience as an Assistant University Librarian/ College Librarian.</p> <p>iii. Evidence of innovative library services including integration of ICT in library.</p> <p>iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library</p>

**Note:** [The Selection Criteria for the post Librarian, Deputy Librarian and Assistant Librarian will be as per UGC regulation on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the Maintenance of standards in higher education, 2018/University rules.](#)

1	Name of Post	<b>Deputy Registrar</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Pay Level as per 7th CPC & Entry Pay	Level 12 (Entry pay of Rs. 78800/-)
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></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;"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education</p> <p style="text-align: center;"><b>OR</b></p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable:</b> Relevant Experience in the areas of Establishment/ Examinations/ Finance.</p>

1	Name of Post	<b>Information Scientist</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Pay Level as per 7th CPC & Entry Pay	Level 10 (Entry pay of Rs. 56100/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent.</p> <p style="text-align: center;"><b>OR</b></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;"><b>OR</b></p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></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;"><b>OR</b></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><b>Desirable:</b> 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	<b>Security Officer</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></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><b>Desirable:</b> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>

1	Name of Post	<b>Private Secretary</b>
2	Number of Post(s)	5 (Five)
3	Classification	Group – B
4	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor’s Degree from a recognized University/Institute.</li> <li>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.</li> </ol>

		<p>3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi</p> <p>4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</p> <p>5. Knowledge of computer applications.</p> <p><b>Skill Test Norms on Computer:</b>          Dictation: 10 minutes @ 120 w.p.m./100 w.p.m.          Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p><b>Desirable:</b>          Proficiency in English &amp; good communication skills.</p>
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1	Name of Post	<b>Estate Officer</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> <li>1. B.E./B.Tech. in Civil Engineering or its equivalent with at least 55% marks;</li> <li>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.</li> </ol>

1	Name of Post	<b>Section Officer</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – B
4	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>i) A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>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.</li> <li>iii) Proficiency in Computer Operation, noting and drafting.</li> </ol>

1	Name of Post	<b>Nursing Officer</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>i. B.Sc.(Nursing) from a recognized University /institute</li> <li>ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council</li> <li>iii. Two years experience in Nursing in a reputed hospital.</li> </ol>



1	Name of Post	<b>Personal Assistant</b>
2	Number of Post (s)	3 (Three)
3	Classification	Group – B
4	Pay Level as per 7th CPC & Entry Pay	Level 6 (Entry pay of Rs. 35400/-)
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.</li> <li>3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> <li>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.</li> </ol> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b>  Dictation: 10 minutes @ 100 w.p.m.  Transcription: 40 minutes English/55 minutes Hindi</p>

1	Name of Post	<b>Hindi Translator</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Pay Level as per 7th CPC & Entry Pay	Level 6 (Entry pay of Rs. 35400/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>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;  <b>OR</b>  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;  <b>OR</b>  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;  <b>OR</b>  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;  <b>OR</b>  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</p> <p><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; 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.</p> <p>Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognised board.</p>

1	Name of Post	<b>Pharmacist</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 5 (Entry pay of Rs. 29200/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) 10 + 2 plus with Diploma in Pharmacy (2 years duration) (ii) Registration with State Pharmacy Council.

1	Name of Post	<b>Statistical Assistant</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 5 (Entry pay of Rs. 29200/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Master's Degree in Statistics or Mathematics (with statistics as one of the subjects) or Bachelor's Degree in Statistics or Bachelor's degree with Mathematics with Statistics as one of the subjects or Bachelor's degree with Economics with Statistics as one of the subjects or Bachelor's degree with Commerce with Statistics as one of the subjects

1	Name of Post	<b>Lower Division Clerk</b>
2	Number of Post (s)	6 (Six)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) 12 <sup>th</sup> Class or equivalent qualification from a recognised board or university. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm 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	<b>Cook</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> Class 10 <sup>th</sup> 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)
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1	Name of Post	<b>Driver</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) 10 <sup>th</sup> 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	<b>Multi-Tasking Staff (MTS)</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 1 (Entry pay of Rs. 18000/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> 10 <sup>th</sup> Pass from a recognized Board. <b>OR</b> ITI Pass.

1	Name of Post	<b>Laboratory Attendant</b>
2	Number of Post (s)	4 (Four)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 1 (Entry pay of Rs. 18000/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> 10+2 with Science stream from any recognized Central/ State Board <b>OR</b> 10 <sup>th</sup> 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	<b>Library Attendant</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Pay Level as per 7th CPC & Entry Pay	Level 1 (Entry pay of Rs. 18000/-)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> 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. iv) Basic knowledge of computer applications.

**(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:

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\* 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.