

DETAILS OF MINIMUM ELIGIBILITY AND OTHER INFORMATION

Minimum Qualifications for direct requirement to the post of Professor, Associate Professor, Assistant Professor and other non-teaching posts Advertised vide Advt. no-2606/Estt/Admn/2010 dated 12.10.2010

Qualifications for TEACHING POSTS will be as laid down by the University Grants Commission (UGC) and as adopted by the University, from time to time.

1. Minimum Qualifications for teaching faculty in Departments of Anthropology, Biotechnology, Botany, Commerce, Computer Science & Information Technology, Chemistry, Applied Chemistry, Economics, English, Forestry, History, Hindi, Library & Information Science, Pure & Applied Physics, Political Science, Social Work, Rural Technology, Law, Zoology, Mathematics, Applied Physics, Applied Mathematics, Journalism and Mass Communication.

1.1. PROFESSOR

A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/ relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation 2010.

OR

B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/ relevant discipline, to be substantiated by credentials.

1.2. ASSOCIATE PROFESSOR

i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.

ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

- iii. A minimum of eight years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation 2010.

1.3. ASSISTANT PROFESSOR

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or fulfilling the conditions as laid down by the University (Annexure-IV) may be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the University.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

2. MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN THE DEPARTMENT OF MANAGEMENT STUDIES:

2.1. ASSISTANT PROFESSOR

i. Essential:

- 1. First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary.

2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

3. Notwithstanding anything contained in sub-clauses (1) and (2) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or fulfilling the conditions as laid down by the University (Annexure-IV) may be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the University.

ii. Desirable :

1. Teaching, research, industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or published in refereed journals.

3. MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN THE INSTITUTE OF TECHNOLOGY/ ENGINEERING AND TECHNOLOGY DISCIPLINE:

3.1 ASSISTANT PROFESSOR

i. Essential

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

ii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or in refereed journals.

3.2 ASSOCIATE PROFESSOR

i. Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer, *Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research, industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

3.3 PROFESSOR:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor/Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader, *Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research, industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

4. PHARMACY DISCIPLINE:

4.1 ASSISTANT PROFESSOR

i. Essential:

1. A basic degree in pharmacy (B.Pharm.).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. First Class Master's Degree in Pharmacy.

ii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization; and
2. Papers presented at Conferences and / or in refereed journals.

4.2 ASSOCIATE PROFESSOR:

i. Essential:

1. A basic degree in pharmacy (B. Pharm.).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in appropriate branch of specialization in Pharmacy, and experience of eight years in teaching, research, industry and / or professional at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in Pharmacy;

2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, research, industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry.

4.3 PROFESSOR:

i. Essential:

1. A basic degree in pharmacy (B. Pharm.).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of ten years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in Pharmacy; and
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of five years at a senior level comparable to Assistant Professor / Reader,
Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial, research and / or professional experience in a reputed organization;

2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

5. QUALIFICATIONS FOR FACULTY POSITIONS IN THE DEPARTMENT OF EDUCATION

5.1 PROFESSOR:

a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

b. Ph. D. in Education; and

c. At least twelve years of teaching experience in University department of education or College of Education of which a minimum of five years at the M. Ed. level with published work in the area of his specialization.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

5.2 ASSOCIATE PROFESSOR:

a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

b. Ph. D. in Education; and

c. At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M. Ed. level and has published work in the relevant area of specialization.

5.3 ASSISTANT PROFESSOR:

a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and

b. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like SLET/SET.

c. Notwithstanding anything contained in sub-clauses (a) and (b) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or fulfilling the conditions as laid down by the University (Annexure-IV) may be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the University.

6. QUALIFICATIONS FOR RECRUITMENT OF FACULTY IN THE DEPARTMENT OF PHYSICAL EDUCATION:

6.1 PROFESSOR-cum-DIRECTOR :

a. A Master's Degree in Physical Education with a minimum of 55% (marks or an equivalent grade in a point scale wherever grading system is followed);

b. Ph.D. in Physical Education or equivalent published work; and

c. At least ten years teaching / research experience in a department / college of Physical Education out of which at least five years in the post graduate institution / University department.

d. Participation in at least two national/international seminars/conferences.

e. Consistently good appraisal reports.

f. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.

6.2 ASSOCIATE PROFESSOR:

a. A Master's Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)

- b. At least eight years teaching / research experience in a department / college of Physical Education out of which at least three years in the post graduate level; and
- c. Ph.D. in Physical Education or Equivalent published work.

Provided that in the event of non-availability of eligible and suitable candidates for appointment as Professor, Associate Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/Associate Professor / Reader in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of post-retirement service.

6.3 ASSISTANT PROFESSOR:

- a. A Master's Degree in Physical Education with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like SLET/SET.
- c. Notwithstanding anything contained in sub-clauses (a) and (b) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or fulfilling the conditions as laid down by the University (Annexure-IV) may be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the University.

GROUP 'A'**1. REGISTRAR**

Pay Scale : Rs.37400-67000 (Grade Pay Rs.10,000/-)

Minimum Qualifications:

- a. Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scales in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in Educational Administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

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

Duration of Appointment:

The post of first Registrar shall be filled on direct recruitment or on deputation basis for a period of 03 years or 62 years of age, whichever is earlier, and shall be eligible for reappointment.

2. FINANCE OFFICER

Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)

- a. Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in Educational Administration.

OR

Comparable experience in research establishment and / or other institutions of higher education along with experience in educational administration.

OR

15 years of administrative experience of which 8 years as Deputy Finance Officer/Deputy Registrar or an equivalent post along with an experience in educational finance administration.

Desirable:-

1. Well versed in the financial/accounting systems.
2. Experience in computer system finance/accounts related software handling for information processing and retrieval.

Officers working in Organized Accounts Services of GOVERNMENT OF INDIA (Preferably from Indian Audit & Accounts Service) with similar status will be given preference.

Duration of Appointment:

The post of first Finance Officer shall be filled on direct recruitment or on deputation basis for a period of 03 years or 62 years of age, whichever is earlier, and shall be eligible for reappointment.

3. CONTROLLER OF EXAMINATIONS

Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)

Minimum Qualifications:

- a. Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or eight years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

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

Desirable – Ph.D. degree in Management and L.L.B., knowledge of Computer.

Note :- The minimum requirement of 55% may not be insisted upon for the existing incumbents who are already in the University systems.

Duration of Appointment:

The post of first Controller of Examinations shall be filled on direct recruitment or on deputation basis for a period of 03 years or 62 years of age, whichever is earlier, and shall be eligible for reappointment.

4. PROFESSOR – DIRECTOR (Academic Staff College), DIRECTOR COLLEGE DEVELOPMENT COUNCIL

Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)

Qualifications for these posts will be as per the UGC NORMS prescribed for the post of professors.

Desirable – Candidates having some relevant administrative experience will be preferred.

5. SR. SYSTEM ANALYST

Pay Scale : Rs.15600-39100 (Grade Pay Rs.66,00/-)

1st Class B.E./B.Tech (Computer Science/Electronics & Communication/IT) recognized equivalent qualification with not less than 65% marks with 5 years experience Out of this, at least three years experience should be in the just next lower or equivalent grade for those working in Govt./Autonomous Bodies/PSUs in Public/Private sector or Ph.D. with 1 years experience.

OR

1st Class M.Sc(Computer Science/IT/Electronics) /MCA/.M.E/ .M.Tech (Computer Science/Electronics & Communication / IT) with 3 years experience.

6. Associate Professor (Academic Staff College)

Pay Scale : Rs.15600-39100 (Grade Pay Rs.8,000/-)

Qualifications will be as per the UGC NORMS prescribed for the post of Associate Professor / Reader. Incumbent with requisite experience as per 6th pay commission scale as approved by UGC will be given higher scale along with the relevant grade pay.

Desirable – Persons already having experience in ASC will be preferred.

7. Assistant Professor (Academic Staff College)

Pay Scale : Rs.15600-39100 (Grade Pay Rs.6,000/-)

Qualifications will be as per the UGC NORMS prescribed for the post of Assistant Professor / Lecturer.

8. DEPUTY REGISTRAR

Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution.

- b. Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable – Degree in Management and LL.B, knowledge of Computer.

9. ACCOUNTS OFFICER

Pay Scale : 15600-39100 (Grade Pay Rs.6600/-)

Minimum Qualifications:

- a. Post Graduate with at least 55% of marks in Commerce /Mathematics/Statistics

OR

ACA/CA/ICWA/CS/MBA (Finance)/SAS/JAO(Examination conducted by C & AG /CGA)

- b. 10 years experience in respect of Post Graduate in Commerce / Mathematics /Statistics/ CA/ICWA/CS/MBA(Finance) qualified (12 years experience in respect of SAS/JAO qualified and conversant with commercial accounts) related to financial/accounts/budgetary control matters in Government, Autonomous Bodies or commercial organization/industry of repute out of which 7 years in supervisory responsible positions (atleast 3 years in immediate lower scale of pay of Rs. 15600-39100 (PB-3) with Grade Pay 5400/- or equivalent) with Adequate knowledge of Accounts.

10. TECHNICAL OFFICER

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

Post Graduate in Science/BE/B.Tech. with at least 60% of marks.

Desirable – Persons having experience in Teaching/Research/Technical Institutions will be preferred.

11. CURATOR

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

Post Graduate in Forestry/Botany/Allied subject with at least 60% of marks.

Desirable – 1. Persons having experience in teaching/Botanical garden/
Nursery/ Herbarium will be preferred.

2. Ph. D. in relevant field.

12. PUBLIC RELATIONS OFFICER

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

a. Post graduate degree with at least 55% marks or its equivalent in journalism/Public Relations.

b. Good command over English and Hindi.

Desirable Qualification:

a. Experience in Editing/Publishing house journal/News letters.

b. Experience in independent reporting/repairing press releases of seminars/symposia/conferences of academic/Research Institutions.

c. Working knowledge of Newspapers/Magazines.

d. Experience of Office Management.

e. Working knowledge in Computer preferably Desk Top Publishing.

f. Knowledge of Modern Methods of Mass Communication.

13. MEDICAL OFFICER

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

Medical Graduate (Allopathic) with 5 years experience as General Duty officer in a residential teaching institution or a hospital of repute.

Candidates with post-graduate qualifications will be preferred.

14. UNIVERSITY ENGINEER

Pay scale Rs.15600-39100 (Grade Pay Rs.6,600/-)

Minimum Qualifications:

a. Degree in Civil Engineering OR equivalent and serving under Central Government/State Government/Union territory Administration; **And**

- b. Holding analogous posts; **OR**
 - c. Holding posts in the pay scale of Rs. 8000-275-13500(Pre-revised) and having minimum (05) five years regular service in the grade; **OR**
 - d. Holding posts in the pay scale of Rs. 6500-200-10500 (Pre-revised) and having minimum (08) eight years regular service in the grade.
15. **ASSISTANT ENGINEER**

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

- a. Degree in Civil Engineering OR equivalent and serving under Central Government/State Government/Union territory Administration; **And**
- b. Holding analogous posts; **OR**
- c. Holding posts in the pay scale of Rs. 6500-200-10500 (Pre-revised) and having minimum (03) three years regular service in the grade.

GROUP 'C'

1. **TECHNICIAN**
Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)
Minimum Qualifications:
B.Sc. at least with second division.

2. **COMPUTER ASSISTANT**
Pay scale Rs.5200-20200 (Grade Pay Rs.2,200/-)
Minimum Qualifications:
BCA or A Graduate in any Subject with a Post Graduate Diploma in Computer Application or A Graduate in any Subject and a certificate in computer operation with ability of 10,000 key depression per hour.

3. **STENO TYPIST/ COMPUTER OPERATOR**
Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)
Minimum Qualifications:
- a. BCA or A Graduate in any Subject with a Post Graduate Diploma in Computer Application or A Graduate in any Subject and a certificate in computer operation with ability of 10,000 key depression per hour.
 - b. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi
Typewriting through computers.

b. A speed of 60 wpm in English/Hindi stenography.

* **For instrument maintenance facility**

1. **Scientific Officer**

Pay- Rs. 15000.00 per month on contractual basis for the XI plan period.

Minimum Qualifications:

M.Sc. in Physics/Electronics or B.E./B.Tech. in Instrumentation/Electronics or equivalent with at least 3 years experience in repairs and maintenance of instruments.

One of them could be for computer lab for which the qualification would be – MCA with adequate knowledge of Hardware.

2. **Technician**

Pay- Rs. 10000.00 per month on contractual basis for the XI plan period.

Minimum Qualifications:

Diploma or equivalent (in Instrumentation/Electronics) with 03 years experience or ITI or equivalent (in Instrumentation/Electronics) with 05 years experience in repairs and maintenance of instruments.

General Instructions to the Candidates

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route **by cheque**.
2. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.
3. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in case of SC/ST candidates for the post of Assistant Professor.
4. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's Degree prior to 19th September 1991.
5. The minimum requirement of 55% shall not be insisted upon for Professors, Associate Professor, and Professor cum Director of Physical Education for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers.
6. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.
7. A relaxation of 5% (i.e. from 55% to 50%) of marks at master's level and 5% relaxation at graduate level under the term of "Good Academic Record" at par with SC/ST candidates to the physically and visually handicapped candidates for appointment as Professor, Reader, Lecturer, Registrar, Deputy Registrar.
8. Applicants for the posts of Reader (now Associate Professor) and Professor advertised in the Advertisement No. 2011 Dated 17.06.2010 must compulsorily update their application in the newly prescribed format. **Their candidature for the post of Associate Professor and/or Professor shall not be considered if they do not update their application in the**

prescribed format with duly filled Performance Based Appraisal System (PBAS) proforma annexed herewith (Annexure-III) by the last date.

9. Application fees once paid shall not be refunded under any circumstances.
10. The University will not be responsible for postal delay in delivering the application forms to the candidates.
11. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
12. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
13. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
14. 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.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
16. Applicants who are in employment should route their applications *through proper channel*.
17. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
18. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
19. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
20. Canvassing in any form will be a disqualification.
21. No interim correspondence shall be entertained.
22. a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.
b) University may conduct competitive written test for the selection of the following posts.

**Steno Typist/ Computer Operator
Computer Assistant
Technician**

23. The rules of UGC/ Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
24. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
25. The University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of all posts.
26. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc, it shall be so stated and recorded.
27. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
28. No. 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. Separate application for each post is required
29. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The

- University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
30. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
 31. The Selection Committee, after considering the candidate for the post applied for may, if it is of the opinion that he or she will be suitable choice for the next lower post, make such recommendations.
 32. The in-service candidates should apply through proper channel. The conditions of Age, qualifications and experience will be relaxed for in-service candidates (working in the G.G. University), on the recommendations of University authority.
 33. The persons serving in Central/State Government/Autonomous bodies may be taken on deputation/contract for 01 to 03 years or up to the age of superannuation of 62 years whichever is earlier.
 34. Minimum qualification may be relaxed in case of departmental candidates.
 35. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
 36. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Bilaspur CG which is the headquarters of the University.
 37. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
 38. UGC Guidelines/UGC NORMS (WHEREEVER APPLICABLE) MAY BE DOWNLOADED FROM UGC WABSITE. www.ugc.ac.in

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