

ESSENTIAL QUALIFICATION:

1.	Name of Post	Private Secretary
2.	Number of Post	02 – UR
3.	Classification	Group B
4.	Level in Pay Matrix	Level - 7
5.	Age limit for direct recruits	Not exceeding 35years
6.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i. A Bachelor's Degree from a recognized University / Institute. ii. At least 03 Years' experience as Personal Assistant in a University / Research establishment / Central / State Govt. / PSU and other autonomous bodies. iii. English/Hindi Stenography speed: 120 w.p.m. in English or 100 w.p.m. in Hindi iv. English/Hindi Type Speed: 35 w.p.m in English or 30 w.p.m. in Hindi v. Knowledge of Computer applications <p>Desirable: Proficiency in English & good communication skills.</p> <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>
7.	Mode of Selection	On the basis of merit in Written Examination subject to qualifying the Skill Test.

1.	Name of Post	Personal Assistant
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Level in Pay Matrix	Level - 6
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. A Bachelor's Degree in any discipline from any recognized Institute/ University. ii. Proficiency in Stenography in English or Hindi with minimum speed of 100 w.p.m. iii. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 w.p.m. respectively

		<p>iv. Knowledge of Computer Applications.</p> <p>v. 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.</p> <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes (English) / 55 minutes (Hindi)</p>
7.	Mode of Selection	On the basis of merit in Written Examination subject to qualifying the Skill Test.

1.	Name of Post	Hindi Translator
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Level in Pay Matrix	Level - 6
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	<p>न्यूनतम अर्हताएं / योग्यताएं</p> <p>अनिवार्य :</p> <p>i. किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर की उपाधि / समतुल्य कम से कम 55 प्रतिशत अंकों के साथ, इसके अतिरिक्त डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो।</p> <p>ii. हिंदी में पारिभाषिक कार्य और / अथवा अंग्रेजी से हिंदी में और हिंदी से अंग्रेजी में अनुवाद करने का 5 वर्ष का अनुभव जिसमें तकनीकी अथवा वैज्ञानिक साहित्य कार्य को तरजीह दी जाएगी अथवा हिंदी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्ष का अनुभव।</p> <p>वांछनीय: संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p>
7.	Mode of Selection	On the basis of merit in Written Examination.

1.	Name of Post	Laboratory Assistant
2.	Number of Post	04 (01 - OBC & 03 - UR)
3.	Classification	Group C
4.	Pay in Pay Matrix	Level - 4

5.	Age limit for direct recruits	Not exceeding 32 years
6.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Bachelors' Degree in Science or any other degree in the relevant field from a recognized Institute/ University OR Three-year diploma in relevant field.</p> <p>Desirable: Two Years' Experience in Laboratory of Academic / Research Institution"</p>
7.	Mode of Selection	On the basis of merit in Written Examination.

1.	Name of Post	Library Assistant
2.	Number of Post	01 - UR
3.	Classification	Group C
4.	Pay in Pay Matrix	Level - 3
5.	Age limit for direct recruits	Not exceeding 30 years
6.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Bachelor of Library & Information Science/ Bachelor of Library Science or equivalent from a recognized University. ii. English Typing speed of 30 w.p.m</p> <p>Desirable Qualifications:</p> <p>Experience of working in computerized library.</p>
7.	Mode of Selection	On the basis of merit in Written Examination subject to qualifying the Skill Test.

8.	Name of Post	Hindi Typist
9.	Number of Post	01 - UR
10.	Classification	Group C
11.	Level in Pay Matrix	Level - 2
12.	Age limit for direct recruits	Not exceeding 30 years
13.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. 10+2 or equivalent qualification from a recognized Board.</p>

		ii. Hindi Typing @ 30 w.p.m. (30 w.p.m. corresponds to 10500 KDPH on an average of 5 Key depression for each word) iii. Working Knowledge of Computer
14.	Mode of Selection	On the basis of merit in Written Examination subject to qualifying the Skill Test.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

1. The University reserves the right to:

- i. withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect;
- ii. fill the posts through Written Test or Personal Interview or combination of both as per the requirement/exigency of the University.
- iii. fill or not to fill up some or all the posts advertised for any reasons whatsoever;
- iv. to increase/decrease the number of posts at the time of selection and make appointments accordingly;
- v. consider applications received after last date.
- vi. decide criteria /procedure for short listing of the candidates.
- vii. consider the appointment on deputation/ contract basis.
- viii. relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening and Selection Committee.
- ix. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.

2. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.

3. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil the essential requirements of the post and other conditions as stipulated in the advertisement and are further advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice with respect to minimum eligibility will be entertained.

NOTE - I: The prescribed essential qualifications are the minimum and the mere