Abbreviations: OH = Orthopedically Handicapped, VH = Visually Impaired, HI = Hearing Impaired, LV = Low Vision, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLA=Both Legs & Arms, BLOA=Both leg & one arm.

Essential Qualification/Desirable:

Sl. No.	Name of the Post	Essential Qualification/Desirable
1.	Finance Officer	**Essential :** i. Master's Degree with at least 55% of marks or its equivalent grade 'B' in the UGC 7 point scale. ii. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 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 shall be as Deputy Registrar or an equivalent post. **Note:** Appropriate regulations issued from time to time by UGC shall apply for educational qualifications and experience prescribed above. **Age limit: Preferably below 57 years** **For Contractual appointment:** Retired Govt. servants worked in Central/State Governments/ Universities/Recognized Research Institutions/PSUs/Statutory, Semi Govt. or Autonomous or other organizations meeting the essential qualification as mentioned above may also apply for the position of **Finance Officer**. Consolidated remuneration will be paid as per the pay structure of the post and candidate's credentials. The period of contract will be initially for one year, extendable for another two years based on the performance and requirement. **Age limit: Upper age limit 65 years**
2.	Internal Audit Officer	**Deputation:** By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central /State Govt., holding analogous posts on regular basis. **OR** With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies. **OR** With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any govt. Department/ Autonomous Bodies. **Age limit: 56 Years** **For Contractual appointment:** Retired Govt. servants worked in Central/State Governments/ Universities/Recognized Research Institutions/PSUs/Statutory, Semi Govt. or Autonomous or other organizations meeting the essential qualification as mentioned above may also apply for the position of **Internal Audit Officer**.

		Consolidated remuneration will be paid as per the pay structure of the post and candidate's credentials. The period of contract will be initially for one year, extendable for another two years based on the performance and requirement. **Age limit: Upper age limit 65 years**
3.	Hindi Translator	**Essential:** i. Master's degree of a recognized 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 recognized 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 recognized University in any subject other than Hindi or English, with English medium and Hindi 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 any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; **AND** ii. 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. **Age limit: Not Exceeding 35 Years**
4.	Assistant	**Essential:** (i) A Graduate from a recognized University. (ii) Must have at least 3 (three) years' experience as Upper Division Clerk in the Govt./ autonomous/ Private organizations. **Skill Test:** Computer Typing English/ Hindi [Speed in English Typing @ 35 wpm or Speed in Hindi Typing 30 wpm] **Age limit: 35 Years**
5.	Senior Technical Assistant **(Data Centre)**	**Essential:** i. **Science stream:** B.Sc. with 55% marks in relevant discipline and five years experience of working in laboratories in University Departments/R&D Organizations. OR M.Sc. with 55% marks in relevant discipline and three years experience of working in laboratories in University Departments/R&D Organizations/ Industry.

		ii. **Engineering & Technology Stream:** B.E./B.Tech with 55% marks in Civil/Electrical/Mechanical Engineering and three years experience of working in laboratories in University Departments/R&D Organizations/ Industry. iii. **Mass Communication stream:** Bachelors degree with 55% marks in Mass Communication / Video Production / Electronic Media / Graphics and Animation/Multimedia and five years experience of working in University Departments/Media Houses. iv. **Language Lab stream:** Bachelors degree with 55% marks in relevant discipline with six months certificate course in Computer and five years experience of working in language laboratory in University Departments/R&D Organizations/ Industry. **Desirable:** Working knowledge of Computer **Note:** Skill/Trade test for the Mass Communication/ Computer Stream and Language Lab Stream shall be conducted. **Age limit: Not exceeding 35 years.**
6.	Technical Assistant (**Computer Stream)**	**Essential:** **Computer Stream:** Bachelor degree in Computer Science/ Computer Application with 55% marks and three years experience in Network Administration/Database Management/ Software Development etc. **Desirable:** Working knowledge of Computer **Note:** Skill/Trade test shall be conducted. **Age limit: Not exceeding 32 years.**
7.	Upper Division Clerk	**Essential:** (i) Graduate in any discipline from a recognized University. (ii) Three years' experience as Jr. Office Assistant/ Jr. Assistant/LDC/ Computer Operator/Data Entry Operator in Central/ State organization/ University Institute, funded by the Govt./PSU/ Educational Organization recognized by the State/Central Govt. **Skill Test:** Computer Typing English/ Hindi [A typing speed of 30 wpm in English or 25 wpm in Hindi] **OR** [35 wpm and 3 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word] **Age limit: Between 18 to 32 years**
8.	Laboratory Assistant (**Accompanist)**	**Essential** **(a) Accompanist (Tabla):** i. Proficiency in the art of Tabla/Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music. ii. Degree in Tabla/Pakhawaj OR Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years **Desirable:** 1. Knowledge of other percussion instruments like Dholak, Naal etc.

		2. Knowledge of Hindustani Music, both Vocal and Instrumental. 3. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 4. A.I.R. grade will be given preference. **(b) Accompanist (Harmonium):** i. Proficiency in the art of Harmonium playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra gayakis) and Percussion music. ii. Degree in Harmonium OR Diploma/10+2 examination of any Indian Board and should have undergone training in Harmonium under an established Guru, for a period of not less than 6 years. **Desirable:** 1. Knowledge of Hindustani Music, both Vocal and Percussion. 2. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 3. A.I.R. grade will be given preference. **(c) Designer:** **(i) Costume Designer** **Essential**: Graduate in Textile Design from a recognized University. **Desirable:** Industrial experience: Awareness of Indian Traditional Textiles and techniques along with contemporary textile design Garment construction and finishing. **(ii) Light Designer** **Essential:** Bachelor degree in Theatre Arts/ Drama from a recognized University along with experience of designing and operation of Light in theatrical performances. **Note:** Skill/Trade test shall be conducted. **Age limit: Not exceeding 30 years**
9.	Library Assistant	**Essential:** i. Bachelor's degree in Library & Information Science/ Bachelor's degree in Library Science or equivalent. ii. A typing speed of 30 words per minute in English in computer. iii. Knowledge of Computer Applications **Desirable:** One year experience in Library **Age limit: 30 years**
10.	Lower Division Clerk	**Essential:** (i) 12th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word) **Desirable:** (i) Knowledge of computer applications. (ii) At least three years' experience in maintenance of Guest House/Hostels/Hospitality for the posts of caretaker **Age limit: Between 18 and 27 years of age** (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)

11.	Driver	**Essential:** i. 10th Pass from any recognized 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 **Age limit: 30 years**
12.	Laboratory Attendant	**Essential:** 10+2 or equivalent with Science/Arts/Commerce. **Desirable:** Working knowledge of computer **Age limit: 40 years**
13.	Library Attendant	**Essential:** Matriculation with minimum of 2 years experience in a library. **OR** Matric with Certificate/Diploma Course in Library Science. **Preference:** Knowledge of Computer. **Age limit: 40 years**
14.	Multi-Tasking Staff	**Essential:** Matriculation or equivalent pass **OR** ITI pass **Age limit: 40 years**
15.	Attendant (Hostel) for Boys Hostel	**Essential:** Matriculation from a recognized Board **Age limit: 40 years**

GENERAL INFORMATION:

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for test/interview. More stringent criteria may be applied for short-listing the candidates to be called for test/interview. Applicants having higher qualification and merit will be given preference.

2. 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. Suppression of factual information, supply of fake document, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.

3. The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST candidates up to 5 years and up to 3 years for OBC candidates in respect of vacancies reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma. **(Proforma-I &II)**

4. Age relaxation for ex-servicemen will be as per GoI norms.

5. The upper age limit shall not apply for regular employees of the Central University of Jharkhand. Further, the upper age limit shall be condoned to contract/daily wage worker of the University to the period proportionate to the period of service rendered at the Central University of Jharkhand.

6. The upper age limit is relaxable for Central/U.T. Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled