

Educational Qualifications and other details for the post of Deputy Registrar

Sl. No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	1 (one)
3.	Scale of Pay (Grade Pay, Band Pay)	₹15600-39100/- with Grade Pay of Rs.7600/-.
4.	Age limit for direct recruits	Not exceeding 50 years
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> <u>Educational Qualification:</u> Master's degree in any discipline with at least 55% marks or an equivalent grade in a point scale wherever a grading system is followed, with a good academic record from a recognized University/Institute. <u>Experience:</u> i) 9 years' experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or ii) Comparable experience in research establishment and/ or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar or in equivalent post. <u>Desirable:</u> i) Qualification in area of Management / Engineering /Law / Finance and Accounts. ii) Experience of working in E-Office system and very high level proficiency in use of Computers/ AI Tools. iii) Experience in handling Administrative/ Legal/ Financial/ Store & Purchase/ establishment Matters.

Educational Qualifications and other details for the post of Assistant Registrar

Sl. No.	Particular	Criteria
1.	Name of the Post	Assistant Registrar
2.	Number of Post(s)	2 (Two)
3.	Scale of Pay (Grade Pay, Band Pay)	₹ 15600-39100/- with Grade Pay of ₹ 5,400/-
4.	Age limit for direct recruits	Not exceeding 35 years. Relaxation up to five years for internal candidates.
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> <u>Educational Qualification:</u> Master's degree in any discipline with at least 55% marks or an equivalent grade in a point scale wherever a grading system is followed, with a good academic record from a recognized University/Institute. 8 years of experience in pay scale of ₹ 9300 – 34800 with Grade Pay of ₹ 4600/- Or Employees serving as superintendent in pay scale of ₹ 9300 – 34800 with Grade Pay ₹ 4800/- with at least Five years regular service with Master Degree with at least 55% marks. <u>Desirable:</u> i) Qualification in area of Management / Engineering / Law/ Finance & Accounts ii) Experience of working in E-Office system and very high level proficiency in use of Computers/ AI Tools. iii) Experience in handling Administrative/ Legal/ Financial/ Store & Purchase/ establishment Matters.

Educational Qualifications and other details for the post of Assistant Finance Officer

Sl. No.	Particular	Criteria
1.	Name of the Post	Assistant Finance Officer
2.	Number of Post(s)	1 (One)
3.	Scale of Pay (Grade Pay, Band Pay)	₹15600-39100/- with Grade Pay of ₹5400/-
4.	Age limit for direct recruits	Not exceeding 35 years. Relaxation up to five years for internal candidates.
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> <u>Educational Qualification:</u> Master's degree in any discipline with at least 55% marks or an equivalent grade in a point scale wherever a grading system is followed, with a good academic record from a recognized University/Institute. 8 years of experience in pay scale of ₹ 9300 – 34800 with Grade Pay of ₹ 4600/- Or Employees serving as superintendent in pay scale of ₹ 9300 – 34800 with Grade Pay ₹ 4800/- with at least Five years regular service with Master Degree with at least 55% marks. <u>Desirable:</u> i) Qualification in area of Management / Engineering / Law/ Finance & Accounts ii) Experience of working in E-Office system and very high level proficiency in use of Computers/ AI Tools. iii) Experience in handling Administrative/ Legal/ Financial/ Store & Purchase/ establishment Matters. iv) A Chartered or Cost Accountant Degree or diploma will be preferred.

Educational Qualifications and other details for the post of Clerk/DEO

Sl. No.	Particular	Criteria
1.	Name of the Post	Clerk/DEO
2.	Number of Post(s)	6 (Six)
3.	Scale of Pay (Grade Pay, Band Pay)	₹ 5, 200-20,200/- with Grade Pay of ₹ 2, 000/-.
4.	Age limit for direct recruits	Not exceeding 35 years. Relaxation up to five years for internal candidates.
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> <u>Educational Qualification:</u> Bachelor's degree in any discipline with at least 55% marks or an equivalent grade in a point scale wherever a grading system is followed, with a good academic record from a recognized University/Institute. Must have a minimum typing speed of 40 w.p.m and proficiency in MS Office, Excel and AI Tools. <u>Desirable:</u> i) Qualification in area of Management /Law/ Computer Application / Commerce. ii) Experience of working in E-Office system. iii) Experience in handling Administrative/ Legal/ Finance/ Store & Purchase / Establishment matters iv) Diploma in Office Management & Commercial Practice.

Educational Qualifications and other details for the post of Senior Scale Stenographer (English)

Sl. No.	Particular	Criteria
1.	Name of the Post	Senior Scale Stenographer (English)
2.	Number of Post(s)	2 (Two)
3.	Scale of Pay (Grade Pay, Band Pay)	₹ 5,200-20,200/- with Grade Pay of ₹ 2,800/-
4.	Age limit for direct recruits	Not exceeding 40 years
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> <u>Educational Qualification:</u> Bachelor's degree in any discipline with at least 55% marks or an equivalent grade in a point scale wherever a grading system is followed, with a good academic record from a recognized University/Institute. Must have minimum speed in short hand 100 w.p.m in stenography and must have a minimum typing speed of 40 w.p.m. Proficiency in the use of MS Office/ excel and AI tools is must. <u>Desirable:</u> i) Qualification in area of Management /Law/ Computer Application / Commerce. ii) Experience of working in E-Office system. iii) Experience in handling Administrative/ Legal/ Finance/ Store & Purchase / Establishment matters iv) Diploma in Office Management & Commercial Practice.