

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSITIONS

1. **CONTROLLER OF EXAMINATIONS:** Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven point scale.

i. At least 15 years of experience as Assistant Professor in AGP of Rs7000/- and above or 8 years of service with AGP OF Rs. 8000/- and above including as Associate Professor along with the experience in Higher Educational Administration.

Or

Comparable experience in research establishments 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:

i. Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.

ii. Working knowledge of examination software and result automation.

2. **LIBRARIAN**

i. Master's Degree in Library Science/Information Science/documentation with at least 55% of the marks or its equivalent grade of B in UGC seven point scale and consistently good academic record.

ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years experience as a college Librarian.

iii. Evidence of innovative library service and organisation of published work.

iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010 (Appendix-III)

Desirable: M.Phil./Ph. D. Degree in library science/information science/ documentation/ archives and manuscript-keeping.

3. **DEPUTY LIBRARIAN**

i. Master's Degree in Library Science/Information Science/documentation with at least 55% of the marks or its equivalent grade of B in UGC seven point scale and consistently good academic record.

ii. Five years experience as an Assistant University Librarian/College Librarian.

iii. Evidence of innovative library service and organisation of published work and professional commitment, computerisation of library.

v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010 (Appendix-III)

Desirable: M.Phil./Ph. D. Degree in library science/information science/ documentation/ archives and manuscript-keeping, computerisation of library.

4. DRIVER

Minimum Qualifications:

- i. Matriculate
- ii. Valid Driving License for Light / Medium Vehicles
- iii. At least 3 years experience of driving Light/Medium Vehicle
(Selection is to be made by Driving Test and Interview)

5. PEON/OFFICE ATTENDANT

Minimum Qualifications

Matriculate