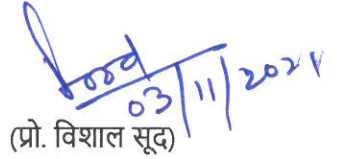आज़ादी का
अमृत महोत्सव

03.11.2021
~~अक्टूबर~~, 2021

शुद्धिपत्र

1.   यह विभिन्न शिक्षकेतर पदों के लिए जारी की गई रोजगार सूचना सं. 002/2021 दिनांक 26.10.2021 के संदर्भ में है । उक्त रोजगार सूचना में टंकण त्रुटि के कारण पुस्तकालय परिचर (Library Attendant) का वेतन लेवल-02 अंकित हो गया है कि जबकि सही **वेतन लेवल-01** है । अत: पुस्तकालय परिचर (Library Attendant) का **वेतन लेवल-01** ही पढ़ा जाये ।

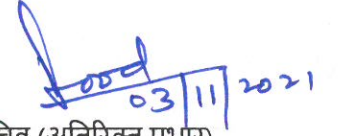2.   उक्त रोजगार सूचना की अन्य नियम एवं शर्तें यथावत रहेंगी ।

03/11/2021

(प्रो. विशाल सूद)
कुलसचिव (अतिरिक्त प्रभार)

निम्नलिखित को कृपया सूचनार्थ एवं आगामी कार्रवाई हेतु प्रति अग्रेषित :

1. विश्वविद्यालय की वेबसाइट पर संबंधित अभ्यर्थियों के सूचनार्थ अपलोड करने हेतु ।

2. माननीय कुलपति, हि.प्र.के.वि. के सचिव- कृपया माननीय कुलपति महोदय के सूचनार्थ ।

03/11/2021

कुलसचिव (अतिरिक्त प्रभार)

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

कैंप कार्यालय, एचपीसीए क्रिकेट स्टेडियम के निकट, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश – 176215

Camp Office, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-176215

Phone No. 01892-229574; Fax No. 01892-229331; E-mail : registrar@hpcu.ac.in

RECRUITMENT FOR NON – TEACHING POSITIONS

Online Recruitment Applications are invited from eligible Indian citizens for the followings Non-Teaching and other academic posts positions on Direct Recruitment/Deputation basis in Central University of Himachal Pradesh, Dharamshala:

Sr. No.	Positions	Pay Level	No. of Posts
'Group–A' Posts:			
1.	Executive Engineer (Civil)	Pay Level- Level-11	01 (UR)
2.	Assistant Librarian	Academic Pay Level- Level-10	01 (UR- PWD-OH)
3.	Librarian	Academic Pay Level- Level-14	01 (UR)
4.	Medical Officer	Pay Level- Level-10	02 (UR) (01 Male & 01 Female)
5.	Deputy Registrar	Pay Level-Level-12	01 (UR)
6.	Internal Audit Officer **(On Deputation basis)**	Pay Level- Level-12	01 (UR)
		Total **'Group-A' Posts**	07
'Group–B' Posts:			
1.	Junior Translator	Level-06	01 (UR –PWD-OH)
2.	Senior Technical Assistant	Level-06	02 (UR)
3.	Section Officer	Level-07	01 (UR)
4.	Assistant	Level-06	01 (UR)
5.	Private Secretary	Level-07	03 (UR-03)
6.	Personal Assistant	Level-06	02 (UR)
7.	Security Officer	Level-07	01 (UR)
		Total **'Group-B' Posts**	11

Sr. No.	Positions	Pay Level	No. of Posts
'Group–C' Posts:			
1.	Cook	Level-02	01 (UR)
2.	Kitchen Attendant	Level-01	02 (UR)
3.	Hostel Attendant	Level-01	01 (UR)
4.	Laboratory Assistant	Level-03	02 (UR)
5.	Laboratory Attendant	Level-01	01 (UR)
6.	Semi - Professional Assistant	Level-05	02 (01-UR & 01UR-PWD-VH-LV)
7.	Library Attendant	Level-01	03 (UR-02, SC-01)
8.	Pharmacist	Level-05	01 (UR)
9.	Medical Attendant/Dresser	Level-01	01 (UR)
10.	Statistical Assistant	Level-05	01 (UR)
11.	Upper Division Clerk (UDC)	Level-04	04 (UR-03, SC-01)
12.	Lower Division Clerk (LDC)	Level-02	01 (Ex-Serviceman)
13.	Driver	Level-02	02 (UR-02)
14.	Security Inspector	Level-05	01 (UR)
	Total 'Group-C' Posts		23

GENERAL INSTRUCTIONS

1. The **Link** for submission of **online application form** shall be open w.e.f. **27.10.2021.**

2. **Last Date of receipt of applications: 26.11.2021.**

3. **Application Fee: Rs. 500/- for General and Rs. 400/- for OBC category. The SC/ST/PWD/Female applicants and internal regular employees of university are exempted from paying the application fee. The application fee once paid shall neither be refunded nor be held in reserved for any other examination or selection under any circumstances. NO claim for refund shall be entertained.**

4. The Unfilled posts advertised vide employment notice No. 004/2019 dated 24.05.2019 & employment notice No. 002/2020 dated 09.01.2020 stands withdrawn.

5. Candidates desirous of applying for more than one post should submit separate application for each post alongwith requisite application fee.

6. Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of Central University of Himachal Pradesh www.cuhimachal.ac.in and query, if any, may be forwarded at email: registrar@hpcu.ac.in. For any Technical Issue/inquiry, candidate may contact Sh. Rohit Dhiman - 9805229220, Sh. Sudhakar – 7018316529 between 09:00AM to 05:00PM.

7. The candidates must read the INSTRUCTIONS CAREFULLY FOR APPLYING ONLINE, which are available on the website of the university, i.e. http://www.cuhimachal.ac.in before filling up Online Recruitment Application Forms for the concerned post(s).

8. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.

9. Mere eligibility will not entitle any candidate for being called for Written Test and Skill Test. Only short-listed candidates will be called for Written Test or Skill Test. The University reserves its right to place reasonable limit on the total number of candidates to be called for Written Test or Skill Test. The number of such candidates will be decided by the **Screening Committee** constituted by the University for the purpose. **The decision of the Screening Committee shall be final.**

10. The eligibility of candidates will be determined as on the last date fixed for submission of online application form i.e. **26.11.2021.**

11. If any suitable PWD candidate(s) is found against any post (if eligible otherwise), the university, may consider to give preference to such candidates in order to give prescribed quota to PWD category candidates, irrespective of fact that the post was not earmarked for PWD candidates in the advertisement.

12. The eligibility of candidates for Non-Teaching positions shall be determined strictly as per Cadre Recruitment Rules (CRR) of the University which are annexed as '**Annexure-I'. The Candidate can also see the eligibility for the post by clicking on the name of post at Page No. 01 and 02 above.**

13. Only Matriculation/SSC certificate/passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.

14. Incomplete Online Recruitment Application Forms submitted without requisite examination fee, scanned photograph, scanned documents & scanned signatures of prescribed size etc. will be rejected straightway.

15. Candidates belonging to SC/ST/OBC category should submit prescribed certificate as per the proforma of Govt. of India/State.

16. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as Unreserved Category candidate.

17. The benefit of reservation for 'Group C' post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C. and Physically Disabled (Orthopaedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb) etc. and the reserved category candidates belonging to other states will be treated as **UNRESERVED CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates.

18. Number of post(s) is/are tentative and may increase or decrease. The University reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.

19. In service candidates should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" issued by the employer should be submitted before the written test/skill test failing which he/she shall not be allowed for written test/skill test.

20. The candidate must upload soft copy(ies) of all relevant documents which they have claimed in the online application form. The original certificates would be required at the time of verification of documents after the written test and skill test.

21. The decision of the Vice-Chancellor, Central University of Himachal Pradesh in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written test and skill test will be final and binding on all the candidates. No enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.

22. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Himachal Pradesh High Court at Shimla.

23. The written test and skill test will be conducted at various centres located at places with in the Himachal Pradesh depending upon the number of candidates However, the allotment of examination centres will be at discretion of the University. No application for change of centre or any other entry in the application form shall be entertained.

24. Canvassing in any form will be treated as a disqualification for the post.

25. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.

26. The Candidates should keep a copy of online application printout alongwith fee submission receipt. **The candidates are not required to send hard copy of application form to the University.** However, the same will have to be produced by the candidates at the time of document verification before issuing the offer of appointment.

27. The age condition shall not be applicable to the regular employees of this University who apply for direct recruitment. However, they have to fulfil the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment.

28. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, Physically Challenged (Divyang) etc., as per rules of GOI. The employees of Central Govt./State Govt./Universities and Autonomous bodies, shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to the age as on the last date for submission of application.

29. The University shall verify the qualifications/experience/antecedents and documents submitted by the applicant before the final selection and during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.

30. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post.

31. In case the working experience in private organization/firm/company/sole proprietorship, etc. is claimed by the applicant in the application form, the University shall verify the authenticity of experience certificate from the related Government Institutes of the region i.e. Labour Office/EPFO/ESIC, etc. Such working experience certificate should have been countersigned by the Labour Officer of the concerned region/area.

32. Selected candidates may be posted at any place within the jurisdiction of the University.

33. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.

34. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NATIONAL PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 1.1.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT ONLY TILL SUCH TIME THEY RETAIN LIEN WITH THE PARENT POST.**

REGISTRAR

1.	Name of Post	**Executive Engineer (Civil)**
2.	Classification	Group A
3.	Pay Matrix Level	Level-11
4.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree in Civil Engineering from a recognised University / Institution; i. 10 years of experience in design, systems and construction of building, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' experience as Assistant Engineer(Civil) or comparable post. **Desirable Qualifications:** PG Degree in Structures / Structural / Civil Engineering

Essential Qualification for **Assistant Librarian** as per UGC Regulations, 2018:

4.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)

ii) A consistently good academic record, with knowledge of computerization of a library.

iii) 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 or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Essential Qualification for **Librarian** as per UGC Regulations, 2018:

III. UNIVERSITY LIBRARIAN

i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.

ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.

iii) Evidence of innovative library services, including the integration of ICT in a library.

iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

1.	Name of Post	**Medical Officer**
2.	Classification	Group A
3.	Pay Matrix Level	Level-10
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Medical Graduate (Allopathic), i.e. M.B.B.S registered with the Medical Council of India (MCI) ii. Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute. **Note:** For the post of Female Medical Officer at least two year hospital experience in Obstetrics and Gynaecology ward. **Desirable Qualifications:** Candidates with Post Graduate qualifications in Medicine / Surgery will be preferred.

1.	Name of Post	**Deputy Registrar**
2.	Classification	Group A
3.	Pay Matrix Level	Level-12
4.	Age limit for direct recruits	Not exceeding 50 years
5.	Educational and other qualifications required for direct recruits	**For Direct Recruitment:** i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale; along with ii. Nine years' of experience as Assistant Professor in the AGP of ₹ 6,000.00 / Academic Pay Level-10 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 Qualifications with anyone of the following:** i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&D institutions. ii. Experience of handling legal matter / Finance Matters / Exam Matters iii. Experience of IT applications in administrative matters. iv. The incumbent should possess good communication, managerial and leadership skills to head a division / branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently. v. Should be able to participate in discussions with senior functionaries and academicians. vi. The incumbent is expected to handle one or more functions independently related to educational administration / examination / general administration / purchase / establishment / accounts and finance / project management / HR and Legal.

1.	Name of Post	**Internal Audit Officer** *(On Deputation)*
2.	Classification	Group A
3.	Pay Level	Level-12
4.	Age limit for direct recruits	Not exceeding 56 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. IA & AS / SAS / CA / ICWA or equivalent Accounts qualifications; ii. Deputy Controller / Deputy Director (Audit) in the scale of ₹ 15600-39100/- + GP ₹ 7,600.00 / Pay Level-12. **OR** Assistant Controller / Assistant Director (Audit) / Senior Audit Officer or equivalent in the Scale of ₹ 15600-39100/- + Grade Pay ₹ 5,400.00 / Pay Level-10 with 5 years' experience. **Desirable Qualifications**: Preference will be given to candidates having experience of working in organisations having Double entry system of accounting and working in universities or similar organisations and knowledge of computer applications.
6.	Period of Probation, if any	Not Applicable
7.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Deputation as per Government of India rules.

1.	Name of Post	**Junior Translator**
2.	Classification	Group B
3.	Pay Matrix Level	Level-6
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	न्यूनतमअर्हताएं / योग्यताएं **अनिवार्य :** i. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी / हिंदी में स्नातकोत्तर की उपाधि और स्नातकस्तर पर अंग्रेजी / हिंदी अनिवार्य / वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो। ii. हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यता प्राप्त डिप्लोमा / प्रमाण पत्र पाठ्यक्रम किया हो या केन्द्रीय / राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का 2 वर्ष का अनुभव हो। **वांछनीय :**संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।

1.	Name of Post	**Senior Technical Assistant**
2.	Classification	Group B
3.	Pay Matrix Level	Level-6
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. M.Sc. degree in any discipline from a recognized University. ii. 3 years' experience as Technical Assistant in Central / State University or similar other Institution / Government Department.

1.	Name of Post	**Section Officer**
2.	Classification	Group B
3.	Pay Matrix Level	Level-7
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University / Institution. ii. 3 years' experience in Administration / Accounts / Secretarial work at the level of Assistant in the pay band of ₹ 9300-34800 (PB - 2) + Grade Pay ₹ 4,200 / Pay Level-6 or 8 years' experience at the level of UDC in the pay band of ₹ 5200-20200 (PB - 1) + Grade Pay ₹ 2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations. **Desirable Qualifications with anyone of the following:** i. The incumbent should possess an aptitude/ knowledge/ skill for drafting and noting. ii. Adequate exposure in handling one or more functions related to general administration / house-keeping / purchase / service matters / office management / establishment / accounts & finance / HR legal in a computerized environment. iii. IT exposure

1.	Name of Post	**Assistant**
2.	Classification	Group B
3.	Pay Matrix Level	Level-6
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University / Institution. ii. 3 years' experience in administration / accounts work of which at least two years should be as UDC or equivalent in the pay band of ₹ 5200-20200 (PB - 1) + Grade Pay ₹ 2,400.00 / Pay Level-4 or 8 years' experience as LDC or equivalent in the pay band of ₹ 5200-20200 (PB - 1) + Grade Pay ₹ 1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations. iii. Good working knowledge of computer application.

1.	Name of Post	**Private Secretary**
2.	Classification	Group B
3.	Pay Matrix Level	Level-7
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application. ii. English Typing Speed 40 WPM iii. English Stenography speed 100 WPM iv. 3 years' experience at the level of Personal Assistant in the pay band of ₹ 9300-34800 (PB - 2) + Grade Pay ₹ 4,200 / Pay Level-6 or 8 years' experience at the level of Stenographer in the pay band of ₹ 5200-20200 (PB - 1) + Grade Pay ₹ 2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations. **Desirable Qualifications:** Knowledge of Hindi Typing

1.	Name of Post	**Personal Assistant**
2.	Classification	Group B
3.	Pay Matrix Level	Level-6
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application. ii. English Typing Speed 40 WPM iii. English Stenography speed 100 WPM iv. 3 years' experience as Stenographer or equivalent in the pay band of ₹ 5200-20200 (PB - 1) + Grade Pay ₹ 2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations. **Desirable Qualifications:** Knowledge of Hindi Typing

1.	Name of Post	**Security Officer**
2.	Classification	Group B
3.	Pay Matrix Level	Level-7
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A Graduate or an equivalent qualification from a recognized University. ii. At least 20 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of Sub-Inspector (Exe) / Subedar or an equivalent position with Exemplary Service. iii. Holding a Valid Driving License to ride Jeep / Motor Cycle. **Desirable Qualifications with anyone of the following:** i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force. ii. Gallantry award winners / those wounded in Combat will be preferred. iii. Should be able to speak English and Hindi

1.	Name of Post	**Cook**
2.	Classification	Group C
3.	Pay Matrix Level	Level-2
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Matriculation or equivalent from recognized Board. ii. Certificate Course in Hotel Management and Catering Services iii. 2 year experience of working as a Cook in some Restaurant, Hotel or Hostel. Should be able to cook western as well as Indian Dishes.

1.	Name of Post	**Kitchen Attendant**
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculate or equivalent.

1.	Name of Post	**Hostel Attendant**
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculate or equivalent.

1.	Name of Post	**Laboratory Assistant**
2.	Classification	Group C
3.	Pay Matrix Level	Level-3
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** ii. B.Sc. from a recognized University. **OR** Diploma of three years in relevant field.

1.	Name of Post	**Laboratory Attendant**
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculation from a recognised Board / University with science subjects.
6.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment

1.	Name of Post	**Semi-Professional Assistant**
2.	Classification	Group C
3.	Pay Matrix Level	Level-5
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A Bachelor's degree in Library Science / Library & Information Science from a recognized University / Institution. ii. Good working knowledge of computer applications. **Desirable Qualifications:** M.Lib. Information Science, AIS / ALIS or PG Diploma in Library Automation and Networking or PGDCA.

1.	Name of Post	**Library Attendant**
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or its equivalent from a recognized Board / University. ii. Certificate course in Library Science from a recognized Institute

1.	Name of Post	**Pharmacist**
2.	Classification	Group C
3.	Pay Matrix Level	Level-5
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 in Science stream from a recognised Board / University. ii. A minimum of two-year Diploma in Pharmacy. iii. Registered with Pharmacy Council of India / State iv. 5 years' experience as a Compounder / Pharmacist in a reputed dispensary or hospital.

1.	Name of Post	**Medical Attendant / Dresser**
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Matriculate or equivalent ii. 3 years' experience of working in a reputed Hospital / Dispensary.

1.	Name of Post	**Statistical Assistant**
2.	Classification	Group C
3.	Pay Band and Grade Pay / Pay Scale	Pay Level-05
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications** i. Master's Degree in Statistics/Applied Statistics/ Statistics and Informatics/ Statistics and Computers from a recognized University/ Institute with at least 55% marks. ii. *Knowledge of Computer based Data Analysis Software. *Proficiency to be evaluated and will be of qualifying nature.

1.	Name of Post	**Upper Division Clerk (UDC)**
2.	Classification	Group C
3.	Pay Matrix Level	Level-4
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University / Institution and good working knowledge of computer application. ii. A minimum of 3 years' experience as LDC in the pay band of ₹ 5200-20200 (PB - 1) + Grade Pay ₹ 1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.

1.	Name of Post	**Lower Division Clerk (LDC)**
2.	Classification	Group C
3.	Pay Matrix Level	Level-2
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University. ii. A typing speed of 35w.p.m. in English or 30 w.p.m. in Hindi on computer. iii. Good working knowledge of computer applications.
6.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	**Age:** No **Educational Qualification:** Must possess at least Senior Secondary (10+2) or equivalent qualification

1.	Name of Post	**Driver**
2.	Classification	Group C
3.	Pay Matrix Level	Level-2
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Matriculate or equivalent from a recognised Board / University. ii. Valid driving license for light / medium vehicles. iii. At least 3 years' experience of driving light / medium vehicle **Desirable Qualifications with anyone of the following:** i. Certificate / Diploma in **Vehicle Maintenance** from a recognized ITI/Govt. Institute. ii. Knowledge of vehicle operation and maintenance and ability to rectify minor defects in the vehicle.

1.	Name of Post	**Security Inspector**
2.	Classification	Group C
3.	Pay Matrix Level	Level-5
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent from a recognized Board or University. ii. At least 10 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of sepoy or an equivalent position with Exemplary Service. iii. Holding a Valid Driving License to ride Jeep / Motor Cycle. **Desirable Qualifications with anyone of the following:** i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force. ii. Gallantry award winners / those wounded in Combat will be preferred. iii. Should be able to speak English and Hindi