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.cuhp@gmail.com

Essential Qualifications and Age limit

1.	Name of Post	**Finance Officer**
	Age limit	Not exceeding 57 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale; ii. At least 15 years' of experience as Assistant Professor in AGP of Rs.7,000/- and above or with 8 years' of service in the AGP of Rs.8,000/- and above including as Associate Professor along with the 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. **Desirable Qualifications:** Preference will be given to candidates with M.Com / M.B.A (Finance) / CA / ICWA / SAS and / or appropriate experience of financial management.
	Mode of Recruitment	By Direct / Deputation for a term of five years as per GOI rules.
2.	Name of Post	**Librarian**
	Age limit	As per UGC Regulations.
	Educational and other qualifications required for direct recruits	i. A Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. 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 organization of published work. **Desirable:** A M.Phil/Ph.D. Degree in library science/information science/documentation/achieves and manuscripts-keeping.
3.	Name of Post	**Deputy Librarian**
	Age limit	As per UGC Regulations.
	Educational and other qualifications required for direct recruits	i. A Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. ii. Five years' experience as an Assistant University Librarian/College Librarian. iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. **Desirable:** A M.Phil/Ph.D. Degree in library science/information science/documentation/achieves and manuscripts-keeping/computerization of library.

4.	Name of Post	**Deputy Registrar**
	Age limit	Not exceeding 50 years
	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 Rs.6,000/- 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.
5.	Name of Post	**Executive Engineer (Civil)**
	Age limit	Not exceeding 50 years
	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
6.	Name of Post	**Assistant Registrar**
	Age limit	Not exceeding 45 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with a good academic record, as laid down by UGC. **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 Matters / Exam / Finance. 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.

7.	Name of Post	**Medical Officer**
	Age limit	Not exceeding 45 years
	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 Gynecology ward. **Desirable Qualifications:** Candidates with Post Graduate qualifications in Medicine / Surgery will be preferred.
8.	Name of Post	**Information Scientist**
	Age limit	Not exceeding 45 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.E (Computer) **OR** Master's Degree in Computer Application (MCA) **OR** Master's Degree in Library and Information Science (M.Lib or M.Lib.Sc.) and Post Graduate Diploma in Computer Application (PGDCA) **OR** Bachelor Degree in Library and Information Science (B.Lib or B.L.I.Sc) with three years' experience in the field and Post Graduate Diploma in Computer Application (PGDCA). All Degrees / Diplomas shall be from recognized University / Institution with minimum 55% marks. **Desirable Qualifications:** Adequate experience in Computer software & other comparable experience in office automation / e-governance / ERP / Networking.
9.	Name of Post	**Private Secretary**
	Age limit	Not exceeding 40 years
	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 Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,200 or 8 years' experience at the level of Stenographer in the pay band of Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,400/- in the Central / State Governments, Universities or autonomous organisations. **Desirable Qualifications:** Knowledge of Hindi Typing
10.	Name of Post	**Security Officer**
	Age limit	Not exceeding 40 years
	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

11.	Name of Post	**Assistant Engineer (Civil)**
	Age limit	Not exceeding 40 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree in Civil Engineering from a recognized University / Institution. ii. Five years of experience of supervising Civil Works in any Govt. / Govt. approved A Class Contractor, of which at least three years' experience should be as Junior Engineer (Civil).
12.	Name of Post	**Personal Assistant**
	Age limit	Not exceeding 40 years
	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 Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,400/- in the Central / State Governments, Universities or autonomous organisations. **Desirable Qualifications:** Knowledge of Hindi Typing
13.	Name of Post	**Junior Engineer (Civil)**
	Age limit	Not exceeding 40 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree in Civil Engineering from a recognized University / Institution with at least three years' experience in supervision of erection / maintenance of Civil works. **OR** Three years Diploma in Civil Engineering from a recognized University / Institution with at least five years' experience in supervision of erection / maintenance of Civil works. ii. Good working knowledge of computer applications.
14.	Name of Post	**Professional Assistant**
	Age limit	Not exceeding 40 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. M.Lib.Sc. or AIS / ALIS or PG with B.Lib Information Science with 3 years' experience. **OR** A Graduate with B.Lib. Information Science with 5 years' experience ii. Good knowledge of computer application. All Degrees / Diplomas shall be from recognised University / Institution with minimum 55% marks **Desirable Qualifications:** PG Diploma in Library Automation and Networking or PGDCA or equivalent.
15.	Name of Post	**Senior Technical Assistant**
	Age limit	Not exceeding 40 years
	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.
16.	Name of Post	**Senior Technical Assistant (Computer)**
	Age limit	Not exceeding 40 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.E / B.Tech in Computer Science / Electronics & Communication Engineering / Information Technology. ii. 3 years' experience as Technical Assistant (Computer) or equivalent in the pay band of Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,800/- in the Central / State Governments, Universities or autonomous organisations.

17.	Name of Post	**Nurse**
	Age limit	Not exceeding 40 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.Sc. Nursing Degree or two years Diploma in Nursing from a recognized Institution / Authority. ii. 2 years' experience for B.Sc Degree holders and 3 years' experience for Diploma holders in Nursing in a reputed Hospital or Clinics. iii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.
18.	Name of Post	**Security Inspector**
	Age limit	Not exceeding 30 years
	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**
19.	Name of Post	**Semi-Professional Assistant**
	Age limit	Not exceeding 30 years
	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.
20.	Name of Post	**Pharmacist**
	Age limit	Not exceeding 30 years
	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.
21.	Name of Post	**Technical Assistant**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.Sc. degree from a recognized University. **OR** 10+2 with a three years Diploma in the relevant field. ii. Good working knowledge of computer applications and maintenance of computer lab.
22.	Name of Post	**Upper Division Clerk (UDC)**
	Age limit	Not exceeding 30 years
	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 Rs.5200-20200 (PB - 1) + Grade Pay Rs.1,900/- in the Central / State Governments, Universities or autonomous organisations.

23.	Name of Post	**Library Assistant**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor of Library & Information Science / Bachelor of Library Science or equivalent from a recognized University. ii. English Typing speed of 30 WPM **Desirable Qualifications:** Experience of working in computerized library.
24.	Name of Post	**Laboratory Assistant**
	Age limit	Not exceeding 30 years

	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.

25.	Name of Post	**Lower Division Clerk (LDC)**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University. ii. English Typing speed of 30 WPM. iii. Good working knowledge of computer applications. **Desirable Qualifications with anyone of the following:** i. Hindi Typing Speed of 25 WPM ii. Bachelor's degree in any discipline with good academic record.
26.	Name of Post	**Lower Division Clerk (For caretaking the job of Hostel)**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University. ii. English Typing speed of 30 WPM. iii. Good working knowledge of computer applications. **Desirable Qualifications with anyone of the following:** i. Hindi Typing Speed of 25 WPM ii. Bachelor's degree in any discipline with good academic record.
27.	Name of Post	**Lower Division Clerk (For caretaking the job of Guest House)**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University. ii. English Typing speed of 30 WPM. iii. Good working knowledge of computer applications. **Desirable Qualifications with anyone of the following:** i. Hindi Typing Speed of 25 WPM ii. Bachelor's degree in any discipline with good academic record.
28.	Name of Post	**Hindi Typist**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University. ii. Hindi Typing speed of 25 WPM.
29.	Name of Post	**Cook**
	Age limit	Not exceeding 30 years
	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.

30.	Name of Post	**Driver**
	Age limit	Not exceeding 30 years
	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.
31.	Name of Post	**Multi-Tasking Staff/Office Attendant**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculate or equivalent / ITI Pass. **Desirable:** Relevant experience of one year
32.	Name of Post	**Laboratory Attendant**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculation from a recognized Board / University with science subjects.
33.	Name of Post	**Library Attendant**
	Age limit	Not exceeding 30 years
	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
34.	Name of Post	**Medical Attendant / Dresser**
	Age limit	Not exceeding 30 years
	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.
35.	Name of Post	**Kitchen Attendant**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculate or equivalent.
36.	Name of Post	**Hostel Attendant**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculate or equivalent.

Essential Qualifications for the posts sanctioned under Dr. Ambedkar Chair

The Central University of Himachal Pradesh, Dharamshala has established Dr. Ambedkar Chair in (**इतिहास और सांस्कृतिक राष्ट्रीयता)** for undertaking study and research programmes on various aspects of the philosophy, thoughts, ideology and mission of Dr. B.R. Ambedkar by Dr. Ambedkar Foundation.

1.	Name of Post	**Research Officer**
	Educational and other qualifications required.	i. Academic qualifications, experience and age shall be similar to those, which are applicable for selection to the post of an **Assistant Professor** as per UGC Regulations (amended from time to time). The candidate should possess adequate knowledge and working experience on Dr. Ambedkar's thoughts and works and should possess proven commitment to the cause of Social Justice. **The allied/concerned/relevant discipline/subjects for the post are:** **History, Political Science, Religious Studies, Cultural Studies, Economics.**
	Period of Appointment	05 years or co-terminus with the Chair, whichever is earlier.
2.	Name of Post	**Personal Assistant**
	Age limit	Not exceeding 40 years
	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 Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,400/- in the Central / State Governments, Universities or autonomous organisations. **Desirable Qualifications:** Knowledge of Hindi Typing
	Period of Appointment	05 years or co-terminus with the Chair, whichever is earlier.
3.	Name of Post	**Peon**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculate or equivalent / ITI Pass. **Desirable:** Relevant experience of one year
	Period of Appointment	05 years or co-terminus with the Chair, whichever is earlier.

Essential Qualifications for the posts sanctioned under Deen Dayal Upadhyay Kaushal Kendra

1.	Name of Post	**Technical Assistant**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.Sc. degree from a recognized University. **OR** 10+2 with a three years Diploma in the relevant field. ii. Good working knowledge of computer applications and maintenance of computer lab.
	Period of Appointment	02 years or co-terminus with the Centre, whichever is earlier.
2.	Name of Post	**Multi-Tasking Staff (M.T.S.)**
	Age limit	Not exceeding 30 years
	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculate or equivalent / ITI Pass. **Desirable:** Relevant experience of one year
	Period of Appointment	02 years or co-terminus with the Centre, whichever is earlier.