



# Guru Gobind Singh Indraprastha University

(A State University established Govt. of NCT of Delhi)

SECTOR -16C, DWARKA, NEW DELHI-110078

Website : [www.ipu.ac.in](http://www.ipu.ac.in)

F.No. 1(4)(15)/2023/P-III/953

Dated: 22.12.2023

## EMPLOYMENT NOTICE

Online Applications are invited to fill-up the various Non-Teaching posts in the University as per following details:

Link to apply online: <https://ipunt.samarth.edu.in/index.php/site/login>

**Last date to apply online : January 22, 2024**

S.No.	Name of Post	Pay Level	No. of Posts Advertised (Category wise)				Total Posts Advt.	Mode of Recruitment as per Recruitment Rules
			UR	OBC	SC	ST		
1.	Registrar	L-14	1	-	-	-	1	Tenure Post for 05 years on Deputation/ Direct
2.	Media Consultant	L-13	1	-	-	-	1	Deputation/ Contract
3.	Deputy Registrar	L-13	1	1	-	-	2	Direct/ Deputation/ Contract
4.	Senior System Analyst	L-12	1	-	-	-	1	Direct/ Deputation/ Contract
5.	System Administrator	L-11	1	-	-	-	1	Deputation/ Contract
6.	Assistant Registrar	L-10	1	-	1	1	3	Direct/ Deputation/ Contract
7.	Training and Placement Officer	L-10	1	-	-	-	1	Deputation/ Contract
8.	System Analyst	L-10	2	1	-	-	3	Direct/ Deputation/ Contract
9.	Media Officer (AR)	L-10	1	-	-	-	1	Deputation/ Contract
10.	Programmer	L-8	1	-	-	-	1	Direct/ Deputation/ Contract
11.	Sports Officer	L-8	1	-	-	-	1	Deputation/ Contract
12.	Network Engineer	L-7	1	-	-	-	1	Direct/ Contract
13.	Photographer	L-6	2	-	-	-	2	Direct/ Deputation/ Contract
14.	Assistant Security Officer	L-6	5	1	-	-	6	Deputation/ Contract
15.	Junior Assistant	L-2	1	1	1	1	4	Direct
16.	Network Technician	L-2	2	-	-	-	2	Direct/ Contract
17.	Computer Technician	L-2	2	-	-	-	2	Direct/ Contract
18.	EPABX Operator	L-2	1	-	-	-	1	Direct

**Reservation for Persons with Benchmark Disabilities (PwBD category) will be as per the prevalent rules.**

**Note:** - 1. UR: Unreserved, SC: Schedule Caste, ST: Schedule Tribes, OBC: Other Backward Classes, PwBD: Persons with Benchmark Disability.

2. The number of posts advertised is indicative and the University reserves the right not to fill up any post and may decrease or increase the number of posts.

**APPLICATION FEE:**

**Rs.1500/- for UR/OBC candidates and Rs. 1000/- for SC/ ST and PwBD candidates separately for each category of post.**

If a candidate is applying for more than one post, he/she should submit separate fee for each application. No fee required in case of Appointment on Deputation.

**RESERVATION BENEFITS: -**

1. Reservation benefits will be available to the SC/ST/OBC/PwBD in accordance with the Instructions/Orders/Circulars issued from time to time by the Govt. of Delhi and DoPT, Govt. of India.
2. Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must be in possession as on closing date of submission of online application, relevant certificates (SC/ST/OBC(Delhi) – Non Creamy layer (NCL/PWD/Educational/Experience etc.) issued by the competent / notified authority in prescribed format valid for the financial year 2023-24 otherwise their claim for any category will not be entertained and their applications will be considered against un-reserved (UR) category vacancies, if eligible otherwise.

The candidate has to select that particular category when applying online for the post. No request for change of Category will be entertained at later stage.

3. Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/order No. F/19(10)2001/S-III/Pt. File/2278-2285 dated 27/07/2007 and no. F.19(01)/2012/S.IV/ 1241-1258 dated 20/07/2016 will be given the benefit of reservation / age relaxation under OBC category. OBC (Outside) candidates will be treated as un-reserved candidates and they must apply under UR category. The OBC candidates must be in possession of non-creamy layer certificate, issued by Competent Authority on or before the closing date of submission of online application valid for the financial year 2023-24 along with his/her OBC certificate. OBC Candidates belonging to “Creamy Layer” are not entitled to avail any concession otherwise extended to OBC category. Such candidates have to indicate their category as UR.
4. Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBC:-

(A) OBC certificate (Delhi) issued by the Revenue Department of Govt. of NCT of Delhi, on the basis of an old certificate issued to any member of individual's family from Competent Authority, GNCT of Delhi, along with NCL valid for the financial year 2023-24, issued by the competent authority on or before closing date of submission of online application.

(B) OBC certificate issued by a competent authority outside Delhi to a person belonging to community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Competent Authority Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08/09/1993, along with NCL issued by the competent authority on or after 01/04/2023 and before the closing date of online application.

5. (i) A candidate belonging to SC/ST/OBC who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.  
(ii) The candidates belonging to SC/ST in other states are also eligible to apply under their respective category subject to submission of relevant certificates.  
(iii) No relaxation for age will be applicable for SC/ST/OBC candidates who are applying against general vacancy.

*Rajman*  
22/12/2023

**ELIGIBILITY AND EDUCATIONAL QUALIFICATION:**

As per enclosed Recruitment Rules as annexed in the following pages.

**IMPORTANT NOTE:**

1. Modifications, if any, pertaining to this advertisement like qualifications, interview dates, requisite documents *etc.* will be uploaded and updated on University website. The Candidates are advised to visit University website [www.ipu.ac.in](http://www.ipu.ac.in) time to time.
2. This advertisement must be read with General terms & conditions enclosed alongwith this advertisement.
3. The Number of posts are indicative and may vary.
4. The Officer's/ Official's who are going to be retired shortly from the Government can also apply for above mentioned posts on contract basis.
5. Only the age criteria shall not apply in case of Departmental candidates applying for direct recruitment.
6. Relaxation in qualification / age for SC/ST/OBC/PWD shall be as per Govt. norms as applicable. The OBC candidates must be in possession of Non Creamy Layer certificate issued during current financial year along with his/ her caste certificate issued by Govt. of NCT of Delhi.
7. In case of Contract appointment, the initial appointment will be for a period of one year which may be extendable subject to performance and the requirement of the University. The contract appointment may also be terminated with one month notice on joining of regular staff.
8. In case of appointment on Deputation in all the posts except Registrar, the initial appointment will be for a period of three years.
9. For any query, please contact at E-mail: [recruitment@ipu.ac.in](mailto:recruitment@ipu.ac.in) and 011-25302194.

**Last date to apply online: 22 January, 2024 till 23.50 hrs.**

*R. C. Kesarwani*  
*22.12.2023*

**(R. C. Kesarwani)**

**Deputy Registrar (Recruitment)**

## GENERAL INSTRUCTIONS

1. The numbers of posts are tentative and may vary as per requirement of University.
2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should submit through proper channel enclosing a certificate from the Government organization stating no Vigilance or Disciplinary case is pending or contemplated against them and also submit a no objection certificate from present employer at the time of interview. Failure to provide the same shall make them ineligible for consideration to the post.
3. The educational qualification(s), age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. The copies of all Educational and Professional Qualifications, Experience Certificates, Caste Certificate/ PWD certificate/ Ex-Serviceman certificate (in case claiming benefit of reservation, fee exemption & age relaxation etc.) must be submitted at the time of Document verification/ Interview.
6. Update (if any) pertaining to this advertisement, to fill up referred post, will be uploaded on university website [www.ipu.ac.in](http://www.ipu.ac.in) It is in the interest of the applicant to visit the university website to their convenient.
7. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
8. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
9. The University reserves the right to withdraw advertised post at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
10. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
11. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
12. No applicant having more than one living wife/husband is eligible for appointment.
13. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
14. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
15. Canvassing in any form will be treated as disqualification.
16. No enquiry personal or in writing for recruitment shall be entertained.
17. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

18. The printout of duly filled online application alongwith copy of educational qualifications/ experience etc. complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Recruitment), Room No. 021, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078** latest by **25 January, 2024**.
19. The envelope containing application should be superscribed as “**Application for the post of \_\_\_\_\_ on Direct/Deputation/ Contract as applicable.**”

**REVISED RECRUITMENT RULES APPROVED IN 81<sup>ST</sup> MEETING OF BOM HELD ON 30.11.2023**  
**VIDE AGENDA ITEM NO.BM 81.05**

Nomenclature of post	No. of post	Mode of Recruitment
REGISTRAR Pay Level-14	02	Tenure Post for 05 years on Deputation/ Direct

**RECRUITMENT RULES**

**Pay Level-14 (Pre-revised 37400-67000 Grade Pay Rs.10000)**

Tenure Post for 05 years on Deputation/ Direct.

**Eligibility Criteria & Experience:**

**Educational Qualifications:**

Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale;

**Experience:**

Officers holding analogous posts in Pay Level-14 (Pre-revised PB-4-Rs.37400-67000 with GP of Rs.10,000 under the Central/ State Govts./ Universities/ Educational Institutes of higher learning/ Statutory or Semi-Govt./ Autonomous organizations / Public Sector Undertakings,

**OR**

Holding the post of Dy. Registrar/ Joint Registrar in Pay Level-13 (Pre-revised PB-3-Rs.15600-39100 with GP of Rs.7600/-) and having at least 8 years of regular service in the grade.

**OR**

Holding the post of Assistant Professor/Assistant Registrar (Sr. Scale) with 15 years of regular service.

**OR**

An IAS officer of AGMUT Cadre with one year service in the Senior Scale

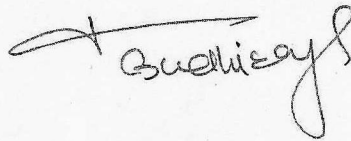
**OR**

An officer of UTCS Cadre with one year service in the Junior Administrative Grade.

**Period of deputation** - Shall not ordinarily exceed five years.

Every Registrar shall be entitled to be covered under the superannuation scheme constituted under Section 25(g) of the Act.

**Job Profile:** As per statute and ordinance of the University



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>MEDIA CONSULTANT</b> Pay Level 13 (as per 7 <sup>th</sup> CPC)	01	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

- a. Master's Degree with 55% marks in Business Management, Marketing, Media and Communication, Journalism, Public relations, Digital Marketing or related field(s).
- b. 15 years experience in variety of communications strategies and public relations, web site management and handling of social media platforms, publication development interpersonal skills, communication & organization skills communicating ideas & information etc.
- c. 04 years work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level-12.
- d. Proficiency in MS office - Excel, PowerPoint & Word.

**Desirable:**

- a. Ph.D. in Business Management, Marketing, Media and Communication, Journalism, Public Relations, Digital Marketing or related field(s).
- b. Ability to work in a fast-paced, high pressure environment.
- c. Excellent Multi-tasking, analytical, project management, time-management, strong team management and communication (written and verbal) skills.
- d. In addition to English, proficiency in the Hindi language (Read, Write & Speak) is expected.
- e. Knowledge of handling various digital tools, etc.

**Deputation:**

Officer holding analogous post on regular basis Govt. departments/ autonomous bodies/ Public Sector Undertakings/ etc.

**OR**

Officer having 15 years experience in variety of communications strategies and public relations, web site management and handling of social media platforms, publication development interpersonal skills, communication & organization skills communicating ideas & information etc. and 04 years work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level-12.

*(Signature)*

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 13 preceding to their retirement.

**OR**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution with 15 years experience in variety of communications strategies and public relations, web site management and handling of social media platforms, publication development interpersonal skills, communication & organization skills communicating ideas & information etc. and four years work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level 12, preceding to his/her retirement.

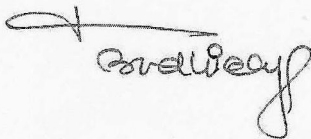
**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile:**

1. Assist in communication efforts in University (internal & external) and develop PR campaign & media relations strategies of University.
2. Editing/Uploading promotional publications/ materials (like brochures, videos, Social media posts etc.), drafting of press releases.
3. To promote effective strategic communications & facilitating shared vision development and awareness.
4. Co-ordinate & guide University for planning implementing monitoring communication & outreach programmes.
5. Identification of bottlenecks & ensuring resolution on communication issues.
6. Any other responsibilities as assigned by University from time to time including organizing of events in a professional way. Effective tracking of media coverage for University etc.





**REVISED RECRUITMENT RULES APPROVED IN 81<sup>ST</sup> MEETING OF BOM HELD ON 30.11.2023**  
**VIDE AGENDA ITEM NO.BM 81.05**

Nomenclature of Post	No. of post	Mode of Recruitment	Feeder Cadre/ Post
<b>DEPUTY REGISTRAR(S)</b> Pay Level-12 (after 05 years of service Pay Level-13) as per MHRD / UGC guidelines	21	25% by Promotion 75% by Direct (failing which deputation/ contract)	Assistant Registrar

**RECRUITMENT RULES**

**Eligibility qualifications & experience on Promotion:**

**Direct recruitment:**

- (i) Master's degree with atleast 55% marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration.

**OR**

Comparable experience in research establishment and/ or other institution of higher education.

**OR**

05 years of administrative experience as Assistant Registrar or in equivalent post.

**Desirable:**

- (i) At least 3 years experience in Rs.6600/- Grade Pay in Pay Band 3 of Rs.15,600-39,100/- (Level-11 as per 7<sup>th</sup> CPC) in equivalent cadre in Group A in a Govt. department/ University/ Educational Or Research Institutions.
- (ii) Good working knowledge of Computer Operations and Office Procedure.

**Promotion:**

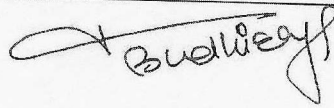
25% by promotion from the post of Assistant Registrar with Master's Degree and minimum 04 years service in the Grade Pay of Rs.6600/- (Sr. Scale). If no employee is found eligible, post may be filled through deputation/ contract basis.

**Note:** Promotion and financial upgradation process by DPC shall include an interview.

**Deputation:**

Officers on Centre/ State Government Service/ Autonomous Government Organizations/ University/ Educational or Research Institution holding analogous posts in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.7600/- (Level: 12 as per 7<sup>th</sup> CPC) OR Pay Band 4 of Rs.37,400-67,000/- with Grade Pay of Rs.8,700/-.

**OR**



**REVISED RECRUITMENT RULES APPROVED IN 81<sup>ST</sup> MEETING OF BOM HELD ON 30.11.2023**  
**VIDE AGENDA ITEM NO.BM 81.05**

Officers on Centre/ State Government Service/ Autonomous Government Organizations/ University/ Educational or Research Institution with 03 years experience in Pay Band 3 of Rs.15,600-39,100/- with GP Rs.6600/- (Level-11 as per 7<sup>th</sup> CPC).

**OR**

Officers on Centre/ State Government Service/ Autonomous Government Organizations with 09 years of administrative experience as Assistant Registrar or in equivalent post in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.5400/- (Level 10 as per 7<sup>th</sup> CPC).

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In the case of retired Officers from Centre/ State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Educational or Research Institution holding analogous post in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.7,600/- (Level: 12 as per 7<sup>th</sup> CPC), preceding to their retirement.

**OR**

Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Educational or Research Institution with 05 years experience of working in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.6,600/-Level: 11 as per 7<sup>th</sup> CPC preceding to their retirement.

**OR**

Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/Government Educational or Research Institution with 10 years of administrative experience as Assistant Registrar or in equivalent posts in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.5,400/- (Level: 10 as per 7<sup>th</sup> CPC preceding to their retirement.

**Note:**

- (i) 75% of the posts may be filled through Direct Recruitment/ deputation/ contract basis.
- (ii) Financial upgradation and promotion will be processed by DPC including an interview as per MHRD/ UGC guidelines.

**Age limit:**

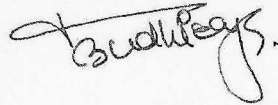
**Direct:** Not exceeding 50 years, relaxable in case of SC/ST/OBC/ PH/Departmental Candidates.

**Deputation:** The maximum age limit shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile:**

1. Good communication/ analytical skill and computer operation.
2. Should be able to interpret and apply rules and regulation correctly in letter and spirit for overall benefit of the organization.
3. Should be able to handle his department independently without supervision and be able to take decisions as per policies /rules, regulations and delegation of power.
4. Should be capable to supervise the subordinate staff and ensure that policies / rules and regulations are not violated.
5. Coordinate/liaison with other divisions/departments and participate in discussions with senior functionaries and academicians.
6. Any other tasks to be assigned from time to time.
7. Should be conversant with conducting online meetings on zoom, WebEx, team etc.



RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04

Nomenclature of post	No. of post	Mode of Recruitment	Feeder Cadre/Post
SENIOR SYSTEM ANALYST Pay Level 12 (as per 7 <sup>th</sup> CPC) (after 05 years of service Pay Level-13) as per MHRD / UGC guidelines	02	50% Direct/ Deputation/ Contract and 50% by Promotion from the Post of System Analyst.	System Analyst

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

M.Sc. (Computer Science)/ MCA/ M.Tech. (Computer Science & Engineering) with 55% marks and eight years experience of extensive programming and system management in Centre/State Government Department/ Autonomous government Organizations/ University/ Educational or Research Institutions on regular basis in the Pay Level 10 or equivalent at the post of System Analyst or equivalent.

**Desirable:**

- a. Ph.D. in Computer Applications/ IT/ Computer Science.
- b. Working experience of Programming, Databases, Automation, Computer Operations and Office Procedures.

**Deputation:**

Officer holding analogous post in Centre/State Government Service/ Autonomous government organizations/ University/ Educational or Research Institutional OR having 08 years experience as System Analyst or equivalent post in Pay Level 10 as per 7<sup>th</sup> CPC.

**Promotion:**

- a. Eight years service in the GP of Rs.5400/- (Pay Level 10 as per 7<sup>th</sup> CPC).
- b. The candidate should have undergone mandatory job specific training/skill enhancement program conducted by a College/University.

**Note:** Promotion and financial upgradation shall be processed through DPC as per Ordinance 28 of the University as amended from time to time.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 12, preceding to their retirement.

**OR**

Officer retired from Centre/State Government Department/ Autonomous government Organizations/ University/ Educational or Research Institutions with eight years service in extensive programming and system management holding analogous post in the Pay Level 10 or equivalent carrying the same job profile, preceding to his/her retirement.

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Age Limit:**

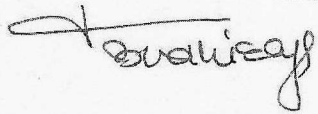
**Direct:** Not exceeding 50 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidate as per Govt. rules.

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile :**

1. To prepare a policy for IT Network & Other Communications System.
2. Responsible for effective technical strategies.
3. Dispersal of work well in time.
4. Analysis & design the technique to solve the technical problems using Information Technology etc.
5. To develop efficient information technology infrastructure.
6. To create software & plan for the execution of work.
7. To keep the records as Data Base Management.
8. To analyze & design techniques to solve the organizational activity problems (Exam, inventory, staff Finance, Student Support).
9. To identify the organizational improvement needed design the system to implement the changes and train and motivate others to use the System.
10. To supervise lower level information technology staff.
11. Accomplish information Systems and organization missions by completing related results as needed.
12. Any other work assigned.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
SYSTEM ADMINISTRATOR Pay Level 11 ( as per 7 <sup>th</sup> CPC)	01	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

- a. Bachelor's Degree in Computer Science or Information Technology, or MCA or qualification equivalent with 55% marks from any recognized university/ institute.
- b. 05 years' experience as System Analyst or equivalent post in Pay Level 10 or equivalent in any Govt. Departments/ autonomous bodies/ PSUs/ Universities or reputed private companies, etc.

**Deputation:**

Holding analogous post on regular basis or Officer having five years experience in Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of Officer retired having five years experience in Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 11, preceding to their retirement.

**OR**

Officer retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with five years' service in Pay Level 10 carrying the same job profile, preceding to their retirement.

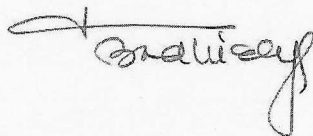
**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile :**

1. Responsible for the upkeep, configurations & reliable operation of Computer services.
2. To ensure about the computer systems and software are functioning and meet the needs of the organizations.
3. To maintain the computer services, networks, indoor and outdoor devices.
4. To take all the security audit certificates of IT infrastructures, Malware Protection.
5. To supervise the technical inputs and prepare the technical plan for organizations.



RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04

6. To prepare software (in-house) with technical staff to give the solution for the various day to day activities.
7. To analyze & design techniques to solve the organizational activity problems (Exam, inventory, staff Finance, Student Support).
8. To identify the organizational improvement needed design the system to implement the changes and train and motivate others to use the System.
9. To supervise lower level information technology staff.
10. Accomplish information Systems and organization missions by completing related results as needed.
11. Any other work assigned by the University.

*A. S. S. S.*

**ASSISTANT REGISTRAR(S)**

PB-3: Rs. 15600-39,100 GP: Rs. 5,400/- (Pay Level: 10) (Rs. 6,600/- (Pay Level: 11) on completion of 8 years regular service subject completion of training criteria specified by UGC and meeting other eligibility criteria).

**Eligibility qualifications & experience**

(i) Direct recruitment

- (a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

If required, written test may be conduct.

**Desirable:**

1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a Government Department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M. Phil. / Ph.D. qualification.
3. Good working knowledge of Computer Operations and Office Procedure.

(iii) Deputation :

- (a) Officers holding analogous posts in Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution on regular basis

in Pay Band 3 of Rs. 15600-39100/- with GP of Rs. 5400/- (Level: 10 as per 7<sup>th</sup> CPC)

OR

Officer working in Pay Band 2 of Rs. 9300-34800/- with GP of Rs. 4800/- (Level: 8 as per 7<sup>th</sup> CPC) in Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution on regular basis with at least 03 years experience

- (b) Good working knowledge of Computer Operations and Office Procedure

(iii) Contract :

Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution holding analogous post in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 5,400/- (Level: 10 as per 7<sup>th</sup> CPC) preceding to their retirement.

OR

Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution with at least 04 years experience of working in Pay Band 2 of Rs. 9,300-34800/- with GP of Rs. 4800/- (Level-8 as per 7<sup>th</sup> CPC), preceding to their retirement.

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>TRAINING AND PLACEMENT OFFICER</b> Pay Level 10 ( as per 7 <sup>th</sup> CPC)	01	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

- a. MBA in Human Resource with 55% marks or an equivalent grade point in the grade point scale from a recognized Indian University/Institute.
- b. At least 7 years' experience in industry with exposure to human resource management disciplines and in the area of Training/Placement in Govt. Departments/ PSUs/ autonomous bodies/ Universities/ research institutes or reputed private companies.

**Deputation:**

Holding analogous post on regular basis or seven years' experience in industry with exposure to human resource management disciplines and in the area of Training/Placement in Govt. Departments/ PSUs/ autonomous bodies/ Universities/ research institutes or reputed private companies in Pay Level 08.

**Contract:**

As per essential qualification for non-retired persons.

In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10 carrying the same job profile, preceding to their retirement.

**OR**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with seven years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.

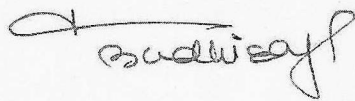
**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile:**

1. Arranging placement, internships and training facilities for students.
2. Coordinating industry-interaction, seminars and workshops.
3. Maintenance of databases.
4. Regular interaction with students.





**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment	Feeder Cadre/Post
SYSTEM ANALYST Pay Level 10 (as per 7 <sup>th</sup> CPC)	05	02 Promotion (Non-Selection) from the feeder post of Programmer 03 Direct (40% Promotion & 60% Direct) Failing which on Deputation failing which on Contract	Programmer

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- Bachelor Degree in Computer Science or Information Technology, or MCA or equivalent qualification with 55% marks from any recognized university/ institute.
- 05 years working experience in Information Technology in Pay Level 08 in any Govt. department/ NIC/ Autonomous Bodies/ PSUs/ University, etc.
- Experience should be at appropriate level in industry / University level Computer Centre in the areas of Servers configuration, storage systems, backup systems, Linux/ Unix Software Engineering, Design and Validation, Databases, Computer Networks from a recognized Public/ PSUs/Private organization.

**Deputation:**

Holding analogous post OR 05 years working experience in Information Technology in Pay Level-08 in any Govt. department/ NIC/ Autonomous Bodies/ PSUs/ University, etc.

**Promotion:**

Four years of regular service as Programmer in Pay Level 08.

**Note:** Promotion and financial upgradation shall be processed through DPC as per Ordinance 28 of the University as mended from time to time.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement.

**OR**

Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with five years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.

**Age Limit:**

**Direct:** Not exceeding 35 years for Direct recruitment (Relaxable in case of SCs/STs/OBC/PH/Departmental candidates as per Govt. rules)

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

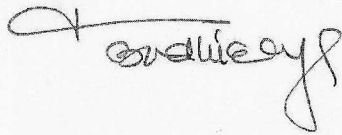
**Contract:** As per University Rules.

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**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Job Profile :**

1. To analyze & design techniques to solve the organizational activity problems (Exam, inventory, staff Finance, Student Support).
2. To identify the organizational improvement needed design the system to implement the changes and train and motivate others to use the System.
3. To act as System problem solving after meeting with the user.
4. To supervise lower level information technology staff.
5. Implements computer System requirements by defining & analyzing system problems; observing and testing standards and solutions.
6. Develop solution by preparing and evaluating work flow solutions.
7. Accomplish information Systems and organization missions by completing related results as needed.
8. Any other work assigned by the University.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>MEDIA OFFICER (AR) Pay Level 10 (as per 7<sup>th</sup> CPC)</b>	<b>01</b>	<b>Deputation / Contract.</b>

**RECRUITMENT RULES**

**Essential Qualification:**

- Master's degree with 55% marks in Mass Communications/Journalism and Mass Communications / Public Relations/Digital Marketing or related field(s).
- Minimum five years Post Masters' work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level-08.
- Proficiency in MS office - Excel, PowerPoint & Word.

**Desirable:**

- Ability to work in a fast-paced, high pressure environment.
- Excellent Multi-tasking, analytical, project management, time-management, team management and communication (written and verbal) skills.
- In addition to English, proficiency in the Hindi language (Read, Write & Speak) is expected.
- Knowledge of handling various digital tools, etc.

**Deputation:**

Officer holding analogous post or 5 years experience in Level 08 on regular basis in Govt. Departments/ Autonomous bodies/ Public Sector Undertakings/ Educational Institutes, etc.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement.

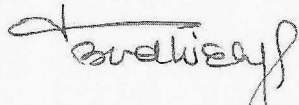
**OR**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution with five years' Post Masters' work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools holding analogous post in Pay Level 08, preceding to his/her retirement.

**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>PROGRAMMER</b> Pay Level 08 (as per 7 <sup>th</sup> CPC)	02	<b>Direct / Deputation / Contract.</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- a. Bachelor's Degree in Computer Science or Information Technology or MCA or equivalent qualification with 55% from any recognized university/ institute.
- b. 03 years working experience in Information Technology in any Govt. department/ NIC/ autonomous bodies/ PSUs/ University, etc.

**Desirable:**

Experience should be in the areas of Programming, Servers configuration, storage systems, backup systems, C/C++/JAVA, Design and Validation, Databases: MySQL/ORACLE with PHP, etc., Foundation and Practices under WINDOWS/LINUS/UNIX, Computer Networks platforms from a recognized Public/ PSUs/ Private organization.

**Deputation:**

Holding analogous post OR 03 years working experience in Information Technology in Pay Level 08 in any Govt. department/ NIC/ Autonomous Bodies/ PSUs/ University, etc.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 08 preceding to their retirement.

**OR**

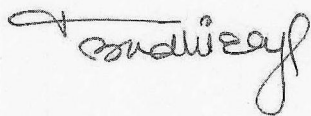
Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with three years' service in Pay Level 06 carrying the same job profile, preceding to their retirement.

**Age Limit:**

**Direct:** Not exceeding 30 years for Direct recruitment (Relaxable in case of SCs/STs/OBC/PH/Departmental candidates as per Govt. rules.)

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Job profile:**

1. Update and expand the existing programs/ software.
2. Test programs for errors and fix the faulty lines of computer code.
3. Create, modify & test code or scripts in software that simplify Software developments.
4. Writing and testing codes for new programmes in coordination with System Analyst, System Administrator, Senior System Analyst (Web designing, Mobile Application for university and Cyber Security, Malware Protection).
5. Coding, debugging, designing and testing computer structures, writing computer instructions, management of Database system, editing source code, profiling and analyzing algorithms etc.
6. Providing technical support.
7. Any other work assigned by the University.

*Audrey*

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>SPORTS OFFICER - SECTION OFFICER</b> Pay Level 8 (as per 7 <sup>th</sup> CPC)	02	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

Bachelor Degree or its equivalent in Physical Education from a recognized University.

**OR**

Diploma in Physical Education from a recognized University/Institution.

**OR**

Outstanding Sports Persons who has won Medal in Olympics / Asian Game / South Asian Federation Games.

**Deputation:**

Officer holding analogous post or 03 years experience in Pay Level 07 or five years experience in Pay Level 06 in any government organization / PSUs / Autonomous Bodies / Universities, etc.

**Contract:**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings /Government Educational or Research Institution holding analogous post in Pay Level 08, preceding to their retirement.

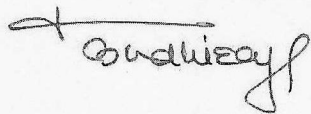
**Age limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

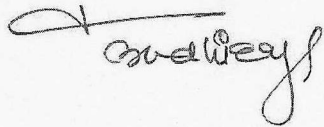
**Job Profile:**

1. To prepare rules for conduct of sport event for which he/ she will be responsible.
2. To conduct the practice of matches and mark the attendance of the students attending the practice and maintain records of practice matches held.
3. Organize matches with other college teams.
4. Selection of the best players for grant of sport scholarship.
5. Conduct of Sport classes.
6. To conduct the International /Inter University Games.
7. To participate in inter University Games State and National level Tournaments.
8. To organize Annual Sports meet.
9. Annual Stock taking of all sports items and activities, check venues & manage sports facilities.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

10. To raise public awareness of health & fitness issues & promote participation in sport, particularly among underrepresented groups.
11. To prepare sports policy for University & maintain links with country, regional & national reporting representative organizations.
12. Educate and train the coaches, volunteer & facilities staff in specific aspects surrounding the needs of disable participants. Seeking input from experts in disability.
13. Any other work assigned by the university.

A handwritten signature in black ink, appearing to read 'S. S. S. S.', is written below the list of rules.

RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04

Nomenclature of post	No. of post	Mode of Recruitment
NETWORK ENGINEER Pay Level 07 (as per 7 <sup>th</sup> CPC)	01	Direct / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- a. Bachelor Degree in Computer Science or Information Technology, or MCA or equivalent qualification with 55% from any recognized university/ institute.
- b. One year working experience in any Govt. department/ NIC/ autonomous bodies/ PSUs/ University and private companies, etc.

**Desirable:**

Experience in servers configuration, storage systems, backup systems, Linux/ Unix Software Engineering, Computer Networks.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 06, preceding to their retirement.

**OR**

Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with one year service in Pay Level 04 carrying the same job profile, preceding to their retirement.

**Age limit for Direct Recruitment:** Not exceeding 30 years for Direct recruitment (Relaxable in age in case Departmental candidates/ SC/ ST/ OBC/ PwD as per Govt. rules).

**Contract:** As per University Rules.

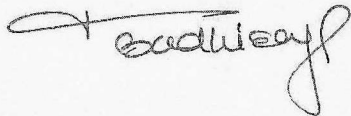
**Job profile:**

1. To establish & maintain network performance, build net configurations & Connections.
2. Troubleshoot the network problems & IP address.
3. To establish networking environment by designing System configurations & directing system installation.
4. Maximizes performance by troubleshooting network problems & outages & scheduling upgrades, configuring the router & updating the data services and network equipments.
5. To collaborate with network architects on network optimizations.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

6. Secure network systems by establishing & efficiency provide & defining & monitoring access.
7. Accomplishes information system ad University mission by completing related results as needed by the University.
8. To ensure a secure transfer of data over internal and external networks with backup network data as well as document network support activities.
9. Evaluate and optimize the network performance and user support.
10. Any other work assigned by the University.

A handwritten signature in black ink, appearing to read "S. S. S. S. S.", is written below the list of duties.

RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04

Nomenclature of post	No. of post	Mode of Recruitment
PHOTOGRAPHER Pay Level 06 (as per 7 <sup>th</sup> CPC)	02	Direct / Deputation / Contract.

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- a. Graduate degree in any discipline.
- b. Diploma in Photography/ Videography/ Cinematography from a recognized Institute/University.
- c. Minimum 03 years experience as photographer/ Videographer / Movie/ TV Cameraman in a Government or Semi-Government or in a reputed organization/ Studio.

**Desirable:**

Experience of track photography with double exposure, super imposition/ preparation of video clips.

**Deputation:**

Officer holding analogous posts on regular basis in a Govt. Departments/ Autonomous bodies/ Public Sector Undertakings in Pay Level 06.

**OR**

Minimum 03 years experience as Photographer/ Videographer / Movie/ TV Cameraman in a Government or Semi-Government Departments/ Autonomous bodies/ Public Sector Undertakings in Pay Level 04.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of retired person from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 06 carrying same job profile, preceding to his/her retirement.

**OR**

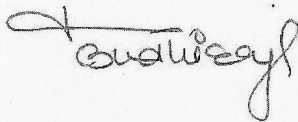
Retired person from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with three years' service in Pay Level 04 carrying same job profile, preceding to his/her retirement.

**Age Limit:**

**Direct:** Not exceeding 40 years and relaxable in case of SCs/STs/OBC/PH/Departmental candidates as per Govt. rules.

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

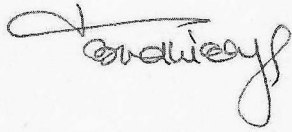
**Contract:** As per University Rules.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Job Profile:**

1. To setup cameras, lighting, backdrops & any other requirement for slide & vides shoot.
2. To main the equipments in proposal working order
3. To keep up to date with changing technologies
4. To prepare CD-ROMs, DVD, & eternal hard Disk for storing & backing up photographs & video RAIDC Redundant Array of independent Disk, system.
5. To prepare & maintain the Photograph & video event-wise Department-wise years-wise any other related issues.
6. Any other work assigned.

A handwritten signature in black ink, appearing to read 'Anand', is written below the job profile box.

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
ASSISTANT SECURITY OFFICER Pay Level 06 (as per 7 <sup>th</sup> CPC)	06	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

- a. Bachelor Degree from a recognize University/ Institute with 5 years experience in Level 04 in Security / Supervisory Position in Security in Army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.
- b. Preference will be given to the people who have served in Army/ Central Para Military Force or such uniformed services & possessing a valid Arm License.

**Desirable:**

- a. Training & handling emergency situations like Fire Fighting, Rescue Operations, Floods, Earthquake conducting Mock Drill, etc.
- b. Possessing a diploma certificate in Security Operation/ Fire Safety & Disaster Management from a University/ Institute/Reputed Organization.

**Deputation:**

Holding analogous post or five years experience in Level 4 in supervisory position in army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of Officers retired from Centre/State Government Service/ Army/ Para Military Force / Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings /Government Educational or Research Institution/ Private organizations holding analogous post in Pay Level 06 preceding to their retirement in Security/ Supervisory Position in Security.

**OR**

Officials retired from Centre/State Government Service/ Army/ Para Military Force / Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings /Government Educational or Research Institution/ Private organizations holding analogous post with five years' service in Pay Level 04 preceding to their retirement in Security/ Supervisory Position in Security.

**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

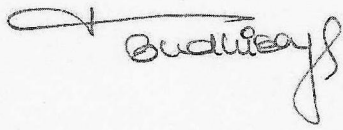
**Contract:** As per University Rules.

*Sudwey*

RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04

**Job Profile :**

1. To ensure execution of Security arrangement as required by the University.
2. To look after all the security arrangements in the campus.
3. To supervise and control the work of security personnel.
4. To assist the University authorities in maintaining law and order.
5. To maintain liaison with Police and district Authorities regarding - Law and order problems and investigation of criminal cases affecting the University.
6. To assist the University Hostel Administration in day to day functioning i.e. eviction of unauthorized occupants/intruders.
7. To attend to fire incidents and other calamities and incidents on the campus.
8. Any other works assigned by the University Authority.



A handwritten signature in black ink, appearing to read 'Sudhakar', is written below the job profile list.

13. JUNIOR ASSISTANT

PB-1 : Rs. 5,200-20,200 with GP Rs.1,900/-

Eligibility qualifications & experience:

(i) Direct recruitment

(a) Sr. Secondary School Certificate (10+2) with at least 55% marks or equivalent from a recognized Board/ University/ Institution

OR

Three years Bachelor's Degree from a recognized University with 55% marks.

(b) Data Entry Speed of 8000 key depressions per hour in English on computers.

(ii) Contract: As per direct recruitment

Mode of Recruitment: 100% Direct recruitment / contract

Age limit for Direct Recruitment: Preferably below 30 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

Job Profile:

(a) Diary-dispatch, file movement, maintenance of records including Casual Leave Accounts, support services in noting/drafting/data processing in a computerized environment and any other work assigned by the concerned reporting officer.

(b) Good communication/ analytical skills.

(c) Should be well versed in Noting/drafting, case processing, providing support services in School/Department of posting and any other work assigned by the concerned reporting officer. They may be assigned independent tasks.

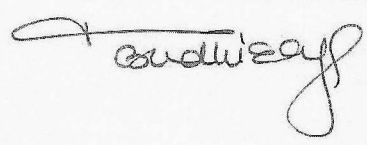
(d) Any other tasks to be assigned from time to time.

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**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
NETWORK TECHNICIAN Pay Level 02 (as per 7 <sup>th</sup> CPC)	02	Direct / Contract

RECRUITMENT RULES
<p><b>Essential Qualification:</b></p> <p><b>Direct:</b></p> <p>Bachelor Degree in Computer Science or Information Technology or BCA or equivalent qualification from any recognized university/ institute.</p> <p align="center"><b>OR</b></p> <p>Three years' Diploma in Computer Science or Information Technology or equivalent qualification from any recognized Board/ Institute and one year experience in Computer Networking.</p> <p><b>Contract:</b></p> <p>As per essential qualification for non-retired persons. In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 02 carrying the same job profile, preceding to their retirement.</p>
<p><b>Age Limit:</b></p> <p><b>Direct:</b> Not exceeding 30 years for Direct recruitment (Relaxable in age in case of Departmental candidate/ SC/ ST/ OBC/ PwD as per Govt. rules). <b>Contract:</b> As per University Rules.</p>
<p><b>Job profile:</b></p> <ol style="list-style-type: none"><li>1. To analyze test, troubleshoot and evaluate existing network system (LAN, WAN, Cloud Network, Servers, EPABX and other data communication networks.</li><li>2. To ensure networks operate correctly with the minimal interruptions.</li><li>3. To lay out the network for S.No. 1 with testing.</li><li>4. To ensure a secure transfer of data over internal and external networks with backup network data as well as document network support activities.</li><li>5. Evaluate and optimize the network performance and user support.</li><li>6. Any other work assigned by the University.</li></ol>



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
COMPUTER TECHNICIAN Pay Level 02 (as per 7 <sup>th</sup> CPC)	02	Direct / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

Bachelor's degree in Computer Science or Information Technology, or BCA or equivalent qualification from any recognized university/ institute.

**OR**

Three years' Diploma in Computer Science or Information Technology, or equivalent qualification from any recognized Board/ Institute and one year experience in computer hardware.

**Contract:**

As per essential qualification for non-retired persons.

In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 02 carrying the same job profile, preceding to their retirement.

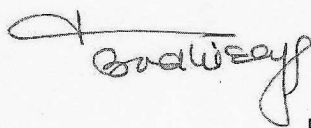
**Age limit:**

**Direct:** Not exceeding 30 years for Direct recruitment (Relaxable in age case of Departmental candidate/ SC/ ST/ OBC/ PwD as per Govt. rules).

**Contract:** As per University Rules.

**Job profile :**

1. To maintain the Computer systems, troubleshooting errors and repairing the University's hardware.
2. To give technical support in networking & software applications to employees onsite or remotely.
3. Setting up hardware & installing & configure software & drivers.
4. Maintaining & repairing technological equipments (e.g. routers) or peripherals devices.
5. Perform regular upgrades to ensure system remain updated.
6. To keep record of repairs & fixes for future references.
7. Manage well functioning LAN/ WAN & other networks & manage components (Servers, IPs etc.)
8. Manage Security options & Software in Computers & Networks to maintain privacy & protections from attacks.
9. Any other work assigned by the University.





16. EPABX OPERATOR:

PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- (Pre-revised - Rs. 3050-4590)

*Eligibility qualifications & experience:*

Direct recruitment:

- (i) Bachelor degree from a recognized University or equivalent with minimum 55% marks.

Or

Senior Secondary School Certificate with Science with atleast 55% marks or equivalent and at least 02 years of experience in the related field in a University/educational institution/ Govt. department/ autonomous body/ public sector undertaking.

- (ii) Telephone Operator course from a recognized institution.

Or

- (i) Ex-Serviceman having Senior Secondary School Certificate with atleast 50% marks or equivalent.
- (ii) Appropriate professional experience in the Armed Forces, of which at least two years experience in operating / handling of telephone equipments.

Method of Recruitment: 100% by Direct Recruitment

Age limit for Direct recruitment: Preferably below 30 years