

**CENTRAL UNIVERSITY OF SOUTH BIHAR**

1	Name of the Post	<b>Internal Audit Officer (on Deputation)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 12 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age Limit for Direct Recruitment	56 Years (on deputation)
6	Educational and other qualification required for deputation recruitment.	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous post on a regular basis.</p> <p align="center">OR</p> <p>with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.</p> <p align="center">OR</p> <p>with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.</p>

1	Name of the Post	<b>Assistant Registrar</b>
2	No. of posts	02 (UR-01 & OBC-01)
3	Classification	Group 'A'
4	Pay Level	Level – 10 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	40 years
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p>

1	Name of the Post	<b>Medical Officer (Female)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 10 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Method of Recruitment	Direct Recruitment
6	Age limit for Direct Recruitment	40 Years
7	Educational and other qualification required	<p><b>Essential:</b></p> <p>i. MBBS recognised by MCI.</p> <p>ii. Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital.</p> <p>Note:- for the post of female Medical Officer at least one year working experience of Obstetrics and Gynaecology ward in any Govt./Govt. recognised hospital.</p> <p>Desirable: Post Graduate Medical Qualification recognized by the MCI.</p>

**CENTRAL UNIVERSITY OF SOUTH BIHAR**

1	Name of the Post	<b>Hindi Officer</b>
2	No. of posts	01 (UR)
3	Pay Level	Level – 10 (as per 7 <sup>th</sup> CPC Pay Matrix)
4	Age limit for Direct Recruitment	40 years.
5	Classification	Group ‘A’
6	Educational and other qualification required	<p><b>Essential:</b></p> <p>Master’s Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master’s Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master’s degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master’s degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p><b>OR</b></p> <p>Master’s Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p><b>AND</b></p> <p>Three Years’ experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p><b>OR</b></p> <p>Three Years’ experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p> <p><b>Desirable:</b></p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>

**CENTRAL UNIVERSITY OF SOUTH BIHAR**

1	Name of the Post	<b>Private Secretary</b>
2	No. of posts	02 (UR-01 & PwBD (B, LV)-01)
3	Classification	Group 'B'
4	Pay Level	Level – 7 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years
6	Educational and other qualification required for direct recruitment.	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from a recognised University/Institute.</li> <li>2. At least 03 years' experience as Personal Assistant or 5 years as Stenographer in a University/Research establishment/Central/State Govt./PSU and other autonomous bodies.</li> <li>3. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi.</li> <li>4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.</li> <li>5. Knowledge of computer applications.</li> </ol> <p><b>Skill Test Norms on Computer:</b>                      Dictations: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi                      Transcription : 50 minutes (English)/60 minutes (Hindi)</p> <p><b>Desirable:</b>                      Proficiency in English &amp; good communication skills.</p>

1	Name of the Post	<b>Assistant Engineer (Civil)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 7 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent.</li> <li>2. Three years' experience in the related field as Junior Engineer or Equivalent in State Government /PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organization with an annual turnover of at list Rs.200/- Crores or more.</li> </ol>

1	Name of the Post	<b>Assistant Engineer (Electrical)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 7 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. First Class Bachelor's Degree in Electrical Engineering from a recognised Institute/ University or equivalent.</li> <li>2. Three years' experience in the related field as Junior Engineer or Equivalent in State Government/PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organization with an annual turnover of at least Rs.200/- Crores or more.</li> </ol>

**CENTRAL UNIVERSITY OF SOUTH BIHAR**

1	Name of the Post	<b>Personal Assistant</b>
2	No. of posts	03 ( UR-01, OBC-01 & SC-01)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment.	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/University.</li> <li>2. Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm</li> <li>3. Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> <li>5. Two years' experience as Stenographer or equivalent in Central /State Govt. organisation/University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200/- Crores.</li> </ol> <p><b>Desirable:</b></p> <p>Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b></p> <p>Dictation: 10 Minutes @ 100 w.p.m. Transcription : 40 Minutes (English)/55 Minutes (Hindi)</p>

1	Name of the Post	<b>Senior Technical Assistant (Computer)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. B.E./ B. Tech. in Computer Science and Engineering/Electronics Engineering.</li> </ol> <p align="center">OR</p> <p align="center">M.C.A./M.Sc. in Computer Science.</p> <p>(2) Two (02) years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX Platforms from a recognized Public/PUS/Private organization.</p>

1	Name of the Post	<b>Statistical Assistant</b>
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 5 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>Bachelor's Degree in Statistics. Or Bachelor's degree in Mathematics with Statistics as one of the subject Or Bachelor's degree in Economics with Statistics as one of the subject Or Bachelor's degree in Commerce with Statistics as one of the subject.</p>

1	Name of the Post	<b>Laboratory Assistant</b>
2	No. of posts	01 (OBC)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>Bachelor's degree in Science (Chemistry)/B. Pharma (Bachelor's degree in Pharmacy) with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. The experience should be in University/ Research establishment/ Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

1	Name of the Post	<b>Lower Division Clerk</b>
2	No. of posts	6 (UR-02, SC-01, ST-01, PwBD(D, HH)-01, (OA,OL,BA,BL,OAL,CP,LC,Dw,AAV,MDy)-01)
3	Classification	Group 'C'
4	Pay Level	Level – 2 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from any recognized Institute/ University</li> <li>2. English Typing @ 35wpm OR Hindi Typing @ 30wpm. (35 wpm and 30 wpm correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word).</li> <li>3. Proficiency in Computer Operations.</li> </ol>

**CENTRAL UNIVERSITY OF SOUTH BIHAR**

1	Name of Post	<b>Cook</b>
2	Number of Post (s)	01- OBC
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2(as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. 10 <sup>th</sup> Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years' experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organizations.

1	Name of the Post	<b>Library Attendant</b>
2	No. of posts	02 (UR-01 & SC-01)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	<b>Essential:</b> 1. 10+2 or its equivalent examination from a recognized Board. 2. Certificate course in Library Science from a recognized Institution. 3. One year experience in a University/College/Educational Institution Library. 4. Basic knowledge of computer applications.

1	Name of the Post	<b>Multi-Tasking Staff (MTS)</b>
2	No. of posts	01 (EWS)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	<b>Essential:</b> 10th Pass from a recognized Board. <p align="center">OR</p> ITI Pass.