

1	Name of the Post	Internal Audit Officer (on Deputation)
2	No. of posts	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 12 (as per 7 th CPC Pay Matrix)
5	Method of recruitment	By Deputation
6	Educational and other qualification required for deputation recruitment.	<p>Deputation: 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 style="text-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 style="text-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 Post	Chief Security Officer (on Deputation)
2	Number of Post(s)	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 11 (as per 7 th CPC Pay Matrix)
5	Method of recruitment	By Deputation
6	Educational and other qualification required for deputation recruitment	On Deputation from amongst persons from Police Organization/Para Military Forces etc. with five years' service in Pay Level '7' or above.

1	Name of the Post	Medical Officer (Female)
2	No. of posts	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 10 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	40 Years
6	Educational and other qualification required	<p>Essential:</p> <ul style="list-style-type: none"> i. MBBS recognised by MCI. ii. Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital. <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>

1	Name of the Post	Assistant Librarian
2	No. of posts	01 (UR) [(PwBD)]
3	Pay Level	Level – 10 (as per 7 th CPC Pay Matrix)
4	Age limit for Direct Recruitment	40 years.
5	Classification	Group 'A'
6	Educational and other qualification required	<p>Qualifications:</p> <ol style="list-style-type: none"> A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) A consistently good academic record with knowledge of computerization of library. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: <p>Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:</p> <ol style="list-style-type: none"> The Ph.D. degree of the candidate has been awarded in regular mode The Ph.D. thesis has been evaluated by at least two external examiners; Open Ph.D. viva voce of the candidate had been conducted; The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. <p>Note:</p> <ol style="list-style-type: none"> The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

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

1	Name of the Post	Assistant
2	No. of posts	01 (ST)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years
6	Educational and other qualification required for direct recruitment.	<p>Essential:</p> <p>A Bachelor's Degree from a recognised University/Institute.</p> <p>Three Years of experience as UDC or equivalent in the Level 4 in Central / State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more.</p> <p>Proficiency in Typing, Computer applications, noting and drafting.</p>

1	Name of the Post	Personal Assistant
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm 3. Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively. 4. Knowledge of Computer Applications. 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. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 Minutes @ 100 w.p.m. Transcription : 40 Minutes (English)/55 Minutes (Hindi)</p>

1	Name of the Post	Junior Engineer (Electrical)
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35years.
6	Educational and other qualification required for direct recruitment	<p>Essential: Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/ Crores or more.</p>

1	Name of Post	Pharmacist
2	Number of Post (s)	01 (UR)
3	Classification	Group – 'C'
4	Pay Level	Level – 5 (as per 7 th CPC Pay Matrix)
5	Age Limit for Direct Recruits	32 Years
6	Education and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (i) 10 + 2 plus 2 years Diploma in Pharmacy. (ii) Registration with State Pharmacy Council.

1	Name of the Post	Upper Division Clerk
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm <p>Proficiency in Computer Operations.</p>

1	Name of the Post	Horticulture Supervisor
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: B. Sc. (Agriculture) with elective in Horticulture with 02 years' experience in the relevant field.

1	Name of the Post	Laboratory Assistant
2	No. of posts	01 (EWS)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: Bachelor's degree in Science (Physics) 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.

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1	Name of the Post	Lower Division Clerk
2	No. of posts	05 (UR-03, OBC-01 & SC-01)
3	Classification	Group 'C'
4	Pay Level	Level – 2 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/ University 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). 3. Proficiency in Computer Operations.

1	Name of Post	Cook
2	Number of Post (s)	01 (OBC)
3	Classification	Group – 'C'
4	Pay Level	Level 2 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualifications required for direct recruitment	Essential: Class 10 th from a recognized School Board. Two years' experience in cooking / catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations. Desirable: <ol style="list-style-type: none"> i) ITI Trade certificate in Bakery and Confectionery (one year duration). ii) Experience in preparation food items both of South Indian / North Indian cuisine and continental cuisine.

1	Name of the Post	Laboratory Attendant
2	No. of posts	02 (UR-01 & ST-01)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

1	Name of the Post	Library Attendant
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 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	Multi-Tasking Staff (MTS)
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	Essential: 10th Pass from a recognized Board. OR ITI Pass.