

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	Method of recruitment	By 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 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>

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1	Name of Post	<b>Chief Security Officer (on Deputation)</b>
2	Number of Post(s)	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 11 (as per 7 <sup>th</sup> 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.

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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	Age limit for Direct Recruitment	40 Years
6	Educational and other qualification required	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. MBBS recognised by MCI.</li> <li>ii. Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital.</li> </ul> <p><b>Note:-</b> 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	<b>Assistant Librarian</b>
2	No. of posts	01 (UR) [(PwBD)]
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>Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 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)</li> <li>ii. A consistently good academic record with knowledge of computerization of library.</li> <li>iii. 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:</li> </ul> <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> <ul style="list-style-type: none"> <li>a) The Ph.D. degree of the candidate has been awarded in regular mode</li> <li>b) The Ph.D. thesis has been evaluated by at least two external examiners;</li> <li>c) Open Ph.D. viva voce of the candidate had been conducted;</li> <li>d) 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;</li> <li>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</li> <li>ii) 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.</li> </ul>

<b>1</b>	<b>Name of the Post</b>	<b>Private Secretary</b>
<b>2</b>	<b>No. of posts</b>	01 (UR) [(PwBD]
<b>3</b>	<b>Classification</b>	Group 'B'
<b>4</b>	<b>Pay Level</b>	Level – 7 (as per 7 <sup>th</sup> CPC Pay Matrix)
<b>5</b>	<b>Age limit for Direct Recruitment</b>	35 years
<b>6</b>	<b>Educational and other qualification required for direct recruitment.</b>	<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>

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<b>1</b>	<b>Name of the Post</b>	<b>Assistant</b>
<b>2</b>	<b>No. of posts</b>	01 (ST)
<b>3</b>	<b>Classification</b>	Group 'B'
<b>4</b>	<b>Pay Level</b>	Level – 6 (as per 7 <sup>th</sup> CPC Pay Matrix)
<b>5</b>	<b>Age limit for Direct Recruitment</b>	35 years
<b>6</b>	<b>Educational and other qualification required for direct recruitment.</b>	<p><b>Essential:</b></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	<b>Personal Assistant</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. 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.</p> <p>Transcription : 40 Minutes (English)/55 Minutes (Hindi)</p>

1	Name of the Post	<b>Junior Engineer (Electrical)</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> <p>Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience</p> <p><b>OR</b></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	<b>Pharmacist</b>
2	Number of Post (s)	01 (UR)
3	Classification	Group – 'C'
4	Pay Level	Level – 5 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age Limit for Direct Recruits	32 Years
6	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>(i) 10 + 2 plus 2 years Diploma in Pharmacy.</p> <p>(ii) Registration with State Pharmacy Council.</p>

1	Name of the Post	<b>Upper Division Clerk</b>
2	No. of posts	01 (UR)
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> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from any recognized Institute/ University.</li> <li>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.</li> <li>3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm</li> </ol> <p>Proficiency in Computer Operations.</p>

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1	Name of the Post	<b>Horticulture Supervisor</b>
2	No. of posts	01 (UR)
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>B. Sc. (Agriculture) with elective in Horticulture with 02 years' experience in the relevant field.</p>

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1	Name of the Post	<b>Laboratory Assistant</b>
2	No. of posts	01 (EWS)
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 (Physics) with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</p> <p>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	05 (UR-03, OBC-01 & SC-01)
3	Classification	Group 'C'
4	Pay Level	Level – 2 (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> <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>

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

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1	Name of the Post	<b>Laboratory Attendant</b>
2	No. of posts	02 (UR-01 & ST-01)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (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 Qualifications:</b></p> <p>10+2 with Science stream from any recognized Central/ State Board</p> <p style="text-align: center;"><b>OR</b></p> <p>10<sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.</p>

1	Name of the Post	<b>Library Attendant</b>
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (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> <ol style="list-style-type: none"> <li>1. 10+2 or its equivalent examination from a recognized Board.</li> <li>2. Certificate course in Library Science from a recognized Institution.</li> <li>3. One year experience in a University/College/Educational Institution Library.</li> <li>4. Basic knowledge of computer applications.</li> </ol>

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1	Name of the Post	<b>Multi-Tasking Staff (MTS)</b>
2	No. of posts	01 (UR)
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	<p><b>Essential:</b></p> <p>10th Pass from a recognized Board.</p> <p>OR</p> <p>ITI Pass.</p>