

DETAILS OF POSTS WITH PAY SCALE AND REQUIRED QUALIFICATIONS

25

S.No.	Sanction Post	Number	Age Limit	Pay Scale	Essential qualifications	
1	Asstt. Comptroller	1	37 Yrs.	15600-39100 + GP-5400/-	i)	M. Com / MBA from recognized University with at least 55% marks.
					ii)	Minimum five (05) years' experience in the pay scale of 9300-34800 + GP-4600/- out of which two (02) years in Government / Semi Government / Public Sector as Accountant or equivalent.
					iii)	Good Knowledge of computer application
2	PS to Dean	1	37 Yrs.	9300-34800 + GP-4800/-	i)	Bachelor degree from recognized University.
					ii)	Minimum two (02) years' experience as Secretary in the pay scale of 9300-34800 + GP- 4200/- in Government / Semi Government / Public Sector.
					iii)	Short hand 100 words in English and 80 words in Hindi per minute.
					iv)	Good Knowledge of computer application.
					DESIRABLE:	
					i)	Good communication skill.
3	Library Assistant	1	37 Yrs.	9300-34800 + GP-4200/-	i)	Bachelor degree in Library Science from recognized University.
					ii)	Minimum five (05) years' experience as Library Clerk or equivalent in Govt. / PSU/ Public Sector.
					iii)	Good Knowledge of computer application in library
5	Audio Visual Technician-cum-Photographer	1	37 Yrs.	5200-20200 + GP-2400/-	i)	Intermediate from recognized University
					ii)	Diploma in Audio Visual Techniques / Photography from recognized institute.
					DESIRABLE:	
						Good Knowledge of computer application

 S. Jha