



# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

## Central University of Himachal Pradesh

कैंप कार्यालय, एचपीसीए क्रिकेट स्टेडियम के निकट, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176215  
Camp Office, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-176215  
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Employment No.: 004/2019

Dated:24<sup>th</sup> May, 2019

### **Employment Notice for the posts of Non-Teaching and Other Academic Staff (Group-A)**

Online Applications are invited from eligible Indian citizens for the followings 'Group-A' Non-Teaching positions and Other Academic Staff on Direct Recruitment basis in Central University of Himachal Pradesh, Dharamshala:

#### **1. Non-Teaching posts 'Group A':-**

Sr. No.	Positions	Pay Level	No. of Posts
1.	Registrar	Pay Level-14	01 (UR)
2.	Finance Officer	Pay Level-14	01 (UR)*
3.	Deputy Registrar	Pay Level-Level-12	02 (UR)
4.	Assistant Registrar	Pay Level- Level-10	02 (UR )
5.	Information Scientist	Pay Level- Level-10	01 (UR)
6.	Public Relation Officer	Pay Level- Level-10	01 (UR)
7.	Executive Engineer (Civil)	Pay Level- Level-11	01 (UR) <b>(On Deputation basis)</b>
8.	Medical Officer	Pay Level- Level-10	02 (UR) (1 Male & 1 Female) <b>(On Deputation basis)</b>
9.	Internal Audit Officer	Pay Level- Level-12	01 (UR) <b>(On Deputation basis)</b>

#### **2. Other Academic Posts:-**

Sr. No.	Positions	Academic Pay Level	No. of Posts
1.	Librarian	Academic Pay Level-14	01 (UR)
2.	Deputy Librarian	Academic Pay Level-12	01 (UR)

**REGISTRAR**

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## GENERAL INSTRUCTIONS

1. The Link for submission of online application form shall be open w.e.f. **31<sup>st</sup> May, 2019.**
2. **Last Date of receipt of applications: 30.06.2019.**
3. **Application Fee: Rs.500/- for General and Rs. 400/- for OBC category. The SC/ST/PWD/Female candidates are exempted from paying the application fee. The application fee once paid shall not be refunded in any case and NO claim for refund shall be entertained.**
4. The posts of **REGISTRAR & FINANCE OFFICER** will be filled by **DIRECT RECRUITMENT/DEPUTATION BASIS FOR A TERM OF FIVE YEARS** or attaining age of 62 years, whichever is earlier, as per GOI rules.
5. The posts of **EXECUTIVE ENGINEER and MEDICAL OFFICER** will be filled on **DEPUTATION BASIS initially for a period of One year** which can further be extended as per provision contained under Cadre Recruitment Rules (CRR) of the University.
6. \*The appointment to the post of **FINANCE OFFICER**, shall be subject to the **final outcome of Civil Writ Petition No. 1368/2018** which is pending before the Ho'ble High Court of Himachal Pradesh, Shimla.
7. Any change/amendment/updation/notice in this regard shall be posted /uploaded on University website only. Candidates are advised to check the University Website regularly.
8. The candidates must ascertain their eligibility before applying for the advertised post(s).
9. Mere eligibility will not entitle any candidate for being called for Interview/Written Test. Only short-listed candidates will be called for Written Test/Interview. The University reserves its right to place reasonable limit on the total number of candidates to be called for Written Test/Interview. The number of such candidates will be decided by the **Screening Committee** constituted by the University for the purpose. **The decision of the Screening Committee shall be final.**
10. The eligibility of candidates will be determined as on the last date fixed for receipt of online application form i.e. **30.06.2019**
11. The eligibility of candidates for Non-Teaching positions shall be determined strictly as per Cadre Recruitment Rules (CRR) of the University which are annexed as '**Annexure-I**'.
12. The eligibility for the post of Librarian and Deputy Librarian shall be as per UGC Regulation, 2018 which is annexed as '**Annexure-II**'.
13. Only matriculation/SSC certificate/passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
14. Candidates belonging to SC/ST/OBC category should submit prescribed certificate as per the proforma of Govt. of India/State.

15. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
16. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled without any notice. Hiding/suppression of information or furnishing false information will lead to cancellation of candidature at any stage of recruitment.
17. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Himachal Pradesh High Court at Shimla.
18. The University reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
19. Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of Central University of Himachal Pradesh [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in) and query, if any, may be forwarded at email: [registrar.cuhp@gmail.com](mailto:registrar.cuhp@gmail.com).
20. The candidate must upload soft copy(ies) of all relevant documents which they have claimed in the online application form. The original certificates would be required at the time of interview only.
21. Candidates desirous of applying for more than one post should submit separate application for each post alongwith requisite application fee.
22. The in-service candidate(s) of Govt./Private Universities/Colleges/Autonomous bodies must upload NOC from their employer at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected.
23. The decision of the Vice-Chancellor, Central University of Himachal Pradesh in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on all the candidates. No enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
24. Incomplete applications shall be summarily rejected without any notice.
25. Canvassing in any form will be treated as a disqualification for the post.
26. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
27. The number of vacancies mentioned herein above is tentative. The University reserves the right to withdraw any advertised post at any time without assigning any reason if the circumstances so warrant. The right is also reserved with the University either to fill or not to fill the post and its decision, in this regard shall be final.
28. The Candidates should keep a copy of online application printout alongwith fee submission receipt. **The candidates are not required to send hard copy of application form to the University.** However, the same will have to be produced by the candidates at the time of document verification/Interview in the University.

29. The age condition shall not be applicable to the regular employees of this University who apply for direct recruitment. However, they have to fulfil the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment.
30. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, Physically Challenged (Divyang) etc., as per rules of GOI/UGC. The employees of Central Govt./State Govt./Universities and Autonomous bodies, shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to the age as on the last date for submission of application.
31. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.
32. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post.
33. Selected candidates may be posted at any place in jurisdiction of the University.
34. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
35. Beside the appointment on regular basis, the advertisement also includes invitation of proposal for appointment on long term (up to 10 years as per instruction of MHRD) on deputation basis in respect of Deputy Registrar and Deputy Librarian. Such appointment(s) on long term deputation basis shall be as per MHRD letter F.No. 8-9/2008-TS.I, dated 13.10.2014, available on [https://mhrd.gov.in/sites/upload\\_files/mhrd/files/MohilityofFaculty.pdf](https://mhrd.gov.in/sites/upload_files/mhrd/files/MohilityofFaculty.pdf).
36. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 1.1.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT ONLY TILL SUCH TIME THEY RETAIN LIEN WITH THE PARENT POST.**

**REGISTRAR**

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1.	Name of Post	<b>Registrar</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Level	14 (Rs.1,44,200 – Rs.2,18,200/-)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of Rs. 7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of Rs. 8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>Preference will be given to candidates with:</p> <p>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</p> <p>ii. Experience of handling legal matters</p> <p>iii. Experience of IT applications in administrative matters.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct / Deputation for a term of five years as per GOI rules.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above.
12.	Composition of Selection Committee	<ol style="list-style-type: none"> <li>1. Vice-Chancellor – Convener &amp; Chairperson</li> <li>2. A nominee of the Visitor</li> <li>3. Two members of the Executive Council nominated by it.</li> <li>4. One person not in the service of the University nominated by the Executive Council.</li> </ol>
13.	Appointing Authority	Executive Council

1.	Name of Post	<b>Finance Officer</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Level	14 (Rs.1,44,200 – Rs.2,18,200/-)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of Rs. 7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of Rs. 8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable Qualifications:</p> <p>Preference will be given to candidates with M.Com / M.B.A (Finance)/ CA / ICWA / SAS and / or appropriate experience of financial management.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct / Deputation for a term of five years as per GOI rules.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above.
12.	Composition of Selection Committee	<ol style="list-style-type: none"> <li>1. Vice-Chancellor – Convener &amp; Chairperson</li> <li>2. A nominee of the Visitor</li> <li>3. Two members of the Executive Council nominated by it.</li> <li>4. One person not in the service of the University nominated by the Executive Council.</li> </ol>
13.	Appointing Authority	Executive Council

1.	Name of Post	<b>Deputy Registrar</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Level	12 (Rs.78,800 – Rs.2,09,200/-)
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>For Direct Recruitment:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale; along with</p> <p>ii. Nine years' of experience as Assistant Professor in the AGP of Rs. 6,000.00 / Academic Pay Level-10 and above with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</p> <p>ii. Experience of handling legal matter / Finance Matters / Exam Matters</p> <p>iii. Experience of IT applications in administrative matters.</p> <p>iv. The incumbent should possess good communication, managerial and leadership skills to head a division / branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.</p> <p>v. Should be able to participate in discussions with senior functionaries and academicians.</p> <p>vi. The incumbent is expected to handle one or more functions independently related to educational administration / examination / general administration / purchase / establishment / accounts and finance / project management/ HR and Legal.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees

10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	75% by Direct recruitment 25% by Promotion amongst Assistant Registrar
11.	In case of recruitment by deputation	<p><b>For Deputation:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree in any discipline.</li> <li>ii. Officers holding analogous post on regular basis or with 5 years regular service in the scale of Rs. 15600-39100 (PB - 3) + Grade Pay Rs. 6,600.00 / Pay Level-11 from the Central / State Government, Universities and other autonomous organisations.</li> </ul>



1.	Name of Post	<b>Assistant Registrar</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Level	10 (Rs.56,100 – Rs.1,77,500/-)
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Master’s Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with a good academic record, as laid down by UGC.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</li> <li>ii. Experience of handling Legal Matters / Exam / Finance.</li> <li>iii. Experience of IT applications in administrative matters.</li> <li>iv. The incumbent should possess good communication, managerial and leadership skills to head a division / branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Educational Qualification:</b> Must possess at least a Bachelor’s degree in any discipline</p>
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>50% by Direct recruitment</p> <p>50% by promotion</p>

1.	Name of Post	<b>Information Scientist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Level	10 (Rs.56,100 – Rs.1,77,500/-)
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.E (Computer)</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Computer Application (MCA)</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Library and Information Science (M.Lib or M.Lib.Sc.) and Post Graduate Diploma in Computer Application (PGDCA)</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor Degree in Library and Information Science (B.Lib or B.L.I.Sc) with three years' experience in the field and Post Graduate Diploma in Computer Application (PGDCA).</p> <p>All Degrees / Diplomas shall be from recognised University / Institution with minimum 55% marks.</p> <p><b>Desirable Qualifications:</b></p> <p>Adequate experience in Computer software &amp; other comparable experience in office automation / e-governance / ERP / Networking.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by promotion amongst Professional Assistant

1.	Name of Post	<b>Public Relation Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Level	10 (Rs. 56,100 – Rs. 1,77,500/-)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Master's Degree in Communication and Journalism from a recognised University / Institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree in any discipline and P.G. Diploma in Communication and Journalism.</p> <p>ii. 5 Years of experience as editor / sub-editor / deputy editor / correspondent / Assistant Public Relations Officer in a reputed National level Media Organisation or in an equivalent post in Central/ State University / similar institution / Government Department.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>i. Experience in the news desk / editorial Department of any established English / Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies; and</p> <p>ii. Knowledge of two or more Indian Languages with proficiency in English &amp; Hindi with good working knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No

1.	Name of Post	<b>Executive Engineer (Civil)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Level	11 (Rs.67,700 – Rs.2,08,700/-)
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Civil Engineering from a recognised University / Institution;</li> <li>i. 10 years of experience in design, systems and construction of building, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' experience as Assistant Engineer (Civil) or comparable post.</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>PG Degree in Structures / Structural / Civil Engineering</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by Promotion amongst Assistant Engineer (Civil)
11.	In case of recruitment by deputation	<b>For Deputation:</b> Persons holding analogous post on regular basis or with 8 years regular service as Assistant Engineer (Civil) in the pay band of Rs. 9300-34800 (PB - 2) + Grade Pay Rs. 4,600.00 / Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.

1.	Name of Post	<b>Medical Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Level	10 (Rs.56,100 – Rs.1,77,500/-)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Medical Graduate (Allopathic), i.e. M.B.B.S registered with the Medical Council of India (MCI)</li> <li>ii. Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute.</li> </ul> <p><b>Note:</b> For the post of Female Medical Officer at least two year hospital experience in Obstetrics and Gynaecology ward.</p> <p><b>Desirable Qualifications:</b></p> <p>Candidates with Post Graduate qualifications in Medicine / Surgery will be preferred.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No

1.	Name of Post	<b>Internal Audit Officer (On Deputation)</b>
2.	Number of Post	1 (one)
3.	Classification	Group A
4.	Pay Level	12 (Rs.78,800 – Rs.2,09,200/-)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 56 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. IA &amp; AS / SAS / CA / ICWA or equivalent Accounts qualifications;</p> <p>ii. Deputy Controller / Deputy Director (Audit) in the scale of Rs. 15600-39100/- + GP Rs. 7,600.00 / Pay Level-12.</p> <p style="text-align: center;"><b>OR</b></p> <p>Assistant Controller / Assistant Director (Audit) / Senior Audit Officer or equivalent in the Scale of Rs. 15600-39100/- + Grade Pay Rs. 5,400.00 / Pay level-10 with 5 years' experience.</p> <p><b>Desirable Qualifications:</b></p> <p>Preference will be given to candidates having experience of working in organisations having Double entry system of accounting and working in universities or similar organisations and knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Deputation as per Government of India rules.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable

**II. UNIVERSITY DEPUTY LIBRARIAN**

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

**III. UNIVERSITY LIBRARIAN**

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.