

## **MINIMUM ELIGIBILITY**

### **1. Animal Attendant**

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

**Essential Qualification**

Higher Secondary (12<sup>th</sup> Standard) Or Equivalent Examination with science subject and at least 02 years of experience of work in laboratory.

**Desirable:**

Handling of animals in Laboratory/Medical Institute/Animal Husbandry University/Others Research Organizations.

**Period of probation:** One year and further extendable for one more year.

### **2. Assistant Draftsman**

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

**Essential Qualification**

Diploma in Drafting / Architecture with 55% from recognized Institution.

**Period of probation:** One year and further extendable for one more year.

### **3. Dark Room Assistant (Photography)**

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

**Essential Qualification**

Diploma with 50% marks in relevant subject from a recognized institute.

**Period of probation:** One year and further extendable for one more year.

### **4. Data Entry Operator**

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

**Essential Qualification**

1. BCA or Graduation with PGDCA or B.Sc in Computer CS./Engg/IT or BBA in IT from a recognized University and working knowledge of office assistant tools like MS Office or open Office etc., Also 'O' level of DOEACC after Graduation from a recognized University.
2. Having typing speed of 40 words per minute in English in Computer environment.
3. Knowledge of English and Hindi Software essential.
4. Knowledge of English and Hindi reading, writing and speaking is essential.

**Period of probation:** One year and further extendable for one more year.

### **5. Draftsman**

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

**Essential Qualification**

Diploma in Architecture or ITI Diploma in Draftsman (Civil) with at least 55% marks or its equivalent grade from a recognized University/Institution. 3 years of relevant working experience in an established organization.

**Desirable:**

Knowledge of working in computerized environment with knowledge of AUTOCAD.

**Period of probation:** One year and further extendable for one more year.

### **6. Draftsman Cum Instructor**

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

**Essential Qualification**

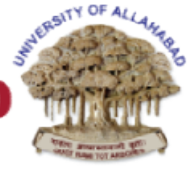
Diploma in Drawing and surveying with 55% from recognized Institution.

**Desirable:**

Experience in Auto CAD and manual drafting.



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**Period of probation:** One year and further extendable for one more year.

## 7. Driver

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Ex-serviceman Category shall be given as per Government of India Norms.

### Essential Qualification

1. Matriculate or equivalent from a recognized board.
2. Valid Driving License for Light / Medium / Heavy Vehicles having no adverse endorsement
3. Should have at least 3 years' experience.

**Period of probation:** One year and further extendable for one more year.

## 8. Field Assistant

**Age:** Between 18 and 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Ex-serviceman Category shall be given as per Government of India Norms.

### Essential Qualification

Diploma in Drawing and surveying with 50% from recognized Institution.

**Period of probation:** One year and further extendable for one more year.

## 9. Groundsman/Waterman

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

### Essential Qualification

The minimum qualification for appointment to this level will be either 10th pass or equivalent in the relevant subject may be prescribed as the minimum qualification.

### Desirable:

Working experience in ground maintenance

**Period of probation:** One year and further extendable for one more year.

## 10. Herbarium attendant

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

### Essential Qualification

Intermediate in Biology or equivalent examination with Science subject

### Desirable:

Diploma/Workshop in Herbarium maintenance.

**Period of probation:** One year and further extendable for one more year.

## 11. Hindi Typist (हिन्दी टंकक)

**आयु सीमा:** 30 वर्ष से अधिक नहीं। केन्द्र सरकार/राज्य सरकार/विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पाँच वर्ष की छूट। अनुसूचित जाति/अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के भारत सरकार के नियमानुसार छूट।

### शैक्षणिक अर्हताएं (अनिवार्य):

क) किसी मान्यता प्राप्त विद्यालय/बोर्ड से बारहवीं कक्षा उत्तीर्ण या समतुल्य.

ख) कंप्यूटर पर कौशल परीक्षण मानक: अंग्रेजी टंकण प्रति मिनट 35 शब्द की गति से हिंदी टंकण प्रति मिनट 30 शब्द की गति से (समय सीमा 10 मिनट)।

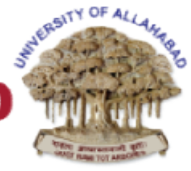
ग) (प्रत्येक शब्द के लिए औसतन 5 दाब कुंजी के आधार पर 35 शब्द प्रति मिनट और 30 शब्द प्रति मिनट की गति से टंकण करने के लिए एक घंटे में कंप्यूटर पर 10500 दाब कुंजी और 9000 दाब के तत्समान)

**परिवीक्षा की अवधि:** एक वर्ष और एक और वर्ष के लिए आगे बढ़ाया जा सकता है।

## 12. Junior Office Assistant



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**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

## **Essential Qualification**

1. Graduate with 50% marks from a recognized University.
2. Having a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi Typewriting through computers.

## **Desirable:**

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc..
2. Diploma in Office Management and Secretarial Practice.

**Period of probation:** One year and further extendable for one more year.

## **13. Laboratory Assistant**

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

## **Essential Qualification**

1. Bachelor's degree in relevant subject (Physics, Chemistry Zoology Botany, Psychology Computer Science/Computer Application, Defence studies, Statistics, Home Science).
2. Having a typing speed of 30 w.p.m. in English through computers.

## **Desirable:**

Knowledge of Computer Applications.

**Period of probation:** One year and further extendable for one more year.

## **14. Library Assistant**

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per UGC/Government of India Norms.

## **Essential Qualification**

Graduation in Library Science / Library & Information Science from recognized University with 50% marks.

## **Desirable:**

- a) 3 years' experience in a Library of repute, and good knowledge of Library software applications.
- b) PG Diploma in Library Automation and Networking of PGDCA.
- c) Experience and practice of Typing / Data Entry Operation Or experience of working in a computerized library.

**Period of probation:** One year and further extendable for one more year.

## **15. Laboratory Attendant**

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

## **Essential Qualification**

Higher Secondary (12<sup>th</sup> Standard) Or Equivalent Examination with science subject and 02 years of experience of work in laboratory.

**Period of probation:** One year and further extendable for one more year.

## **16. Library Attendant**

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

## **Essential Qualification**

1. Higher Secondary (12<sup>th</sup> Standard) Or Equivalent Examination from a recognized Board.
2. Diploma/Certificate course in library science form a recognized institution.

**Period of probation:** One year and further extendable for one more year.

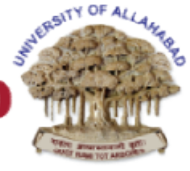
## **17. Marks-Man**

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

## **Essential Qualification**

Matriculation or equivalent from a recognized Board pass or ITI Pass

**Period of probation:** One year and further extendable for one more year.



## 18. Multi-Tasking Staff (MTS)\*

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

### Essential Qualification

Matriculation or equivalent from a recognized Board pass or ITI Pass

**Period of probation:** One year and further extendable for one more year.

### \*For Specialized posts (Post-wise Eligibility)

#### 1. Plumber

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

### Essential Qualification

10<sup>th</sup> Pass from a recognized Board

OR

ITI in Fitter trade subject as the minimum qualification

AND

Five (05) Years' Experience in Plumbing (Internal/External)/Fitter in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

**Period of probation:** One year and further extendable for one more year.

#### 2. Electrician

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

### Essential Qualification

10<sup>th</sup> Pass from a recognized Board

OR

ITI in Electrician trade subject as the minimum qualification

AND

Five (05) Years' Experience as Wireman/Electrician/Electrician Helper/Wireman Helper/Transformer Operator/LTE Panel Helper/Sub-station Attendant/Air Condition Mechanic/Air Holding Unit Mechanic in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

**Period of probation:** One year and further extendable for one more year.

#### 3. Pump Operator

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

### Essential Qualification

10<sup>th</sup> Pass from a recognized Board

OR

ITI in Fitter/Electrician trade subject as the minimum qualification

AND

Five (05) Years' Experience as Pump Operator/Wireman/Electrician/Electrician Helper/Wireman Helper in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

**Period of probation:** One year and further extendable for one more year.

#### 4. Carpenter

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.



### Essential Qualification

10<sup>th</sup> Pass from a recognized Board

OR

ITI in Fitter trade subject as the minimum qualification

AND

Five (05) Years' Experience as Carpentry/Fitting/Fabrication (Aluminum/PVC/Woodcraft) in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

**Period of probation:** One year and further extendable for one more year.

### 5. Cook

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

### Essential Qualification

Intermediate Pass from a recognized Board

OR

ITI Trade Certificate in Bakery & Confectionery (one year duration)

OR

Ten (10) Years' Experience in cooking/catering services in educational institutions/guest houses in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm/3 Starred Hotels with annual turnover of at least ₹ 200/- Crores.

**Period of probation:** One year and further extendable for one more year.

### 6. Kitchen Attendant

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

### Essential Qualification

12<sup>th</sup> Pass from a recognized Board

OR

ITI Trade Certificate in relevant trade.

OR

Two (02) Years' Experience in cooking/catering services in a Canteen/reputed Hotel/Guest Houses of reputed organizations/University.

**Period of probation:** One year and further extendable for one more year.

### 7. Help-Desk Clerk

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

### Essential Qualification

1. Intermediate or equivalent experience of on-hand work in any Hotel with a turnover of ₹ 1 Crore per year/Govt. office in same capacity.
2. Knowledge of Computer applications.

**Period of probation:** One year and further extendable for one more year.

### 8. House Keeper

**Age:** Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

### Essential Qualification

10<sup>th</sup> Pass from a recognized Board and Three (03) years' of relevant in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private Companies/Bank/Firm with an annual turnover of at least ₹ 200/- crores or more.



**Period of probation:** One year and further extendable for one more year.

### 19. Nursing Officer (Male)

**Age:** Preferably below 35 years . Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

#### Essential Qualification

1. 10+2 in Science Stream from a recognized Board
2. Bachelor's Degree in Nursing or Three-year Diploma in Nursing/GNM from a recognized Institution/ Authority with a minimum of 2 years' experience in Nursing in a reputed Hospital or Clinic
3. Registration with Nursing Council of India/State..

**Period of probation:** One year and further extendable for one more year.

### 20. Semi-Professional Assistant

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

#### Essential Qualification

B.Lib.Sc./B.L.I.Sc. with 50% marks or equivalent.

**Desirable:** Knowledge of computer application in libraries and regional and foreign languages

**Period of probation:** One year and further extendable for one more year.

### 21. Survey Draftsman (Archaeology)

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

#### Essential Qualification

Diploma in Surveying and Drafting with at least 55% marks from a recognized institute

#### Desirable

Experience in archeological survey.

**Period of probation:** One year and further extendable for one more year.

### 22. Work Agent

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

#### Essential Qualification

ITI (Electrical) with 50% from recognized Institution.

**Period of probation:** One year and further extendable for one more year.

### 23. Wire-Man

**Age:** Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

#### Essential Qualification

Certificate course in Electrical Trade from recognized ITI or Wireman course or Electrical Inspector course from recognized ITI.

**Period of probation:** One year and further extendable for one more year.

### 24. X-Ray Technician

**Age:** Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

#### Essential Qualification

Diploma in X-Ray technology from a recognized institute with 50% of marks.

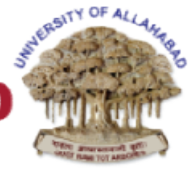
**Period of probation:** One year and further extendable for one more year

### 25. Mechanic

**Age:** Preferably below 35 years. Relaxation of age will be subject to following clause (1)Experience of working per year in specified area (2)Relaxation of age as per Govt. of India service rules for



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specific clauses.

## Essential Qualification

10<sup>th</sup> Pass from a recognized Board

OR

ITI diploma pass.

**Period of probation:** One year and further extendable for one more year

## Selection Criteria

### Group C Non Academic

i. Group C-MTS general (Maximum Age 35)

The minimum qualification for appointment to this post is Intermediate (Pass). Multi-tasking staff without specific skill requirement would have to perform following jobs:-

- A. Physical Maintenance of records in the section where they are placed.
- B. Opening of Classrooms, offices, cleaning/dusting, and upkeep of furniture etc. of Section/Building/Department.
- C. Putting of all electrical Equipments at the end of the day and checking all locks/doors are properly shut.
- D. Carrying files and other dak (Papers, documents, equipments) within the section and /or other places within University/outside University.
- E. Cleaning of furniture, equipment such as computers.
- F. Upkeep of parks/lawns, potted plants etc.
- G. Any other work assigned by the authorities.

Test: A test for MTS open category will be held. The test will have 100 MCQs of the knowledge of Intermediate Level of different subjects. 30 MCQs would be for evaluating proficiency in Hindi and English. There will be no skill test/interview in this category.

ii. Group C Specific Job appointment (Preferably below 35 years.)

The test for Group 'C' MTS will be held for different specialized posts if the applicants are more than 15 per post. If the no. of candidates are less than 15 per post then only skill test will be held in following categories:-

- A. Kitchen Attendant/Cooks
- B. Guest House Help Desk/Helper
- C. Plumber/Helper
- D. Pump Operator/Helper
- E. Gas mechanic/Helper
- F. A.C. Mechanic/Helper
- G. Carpenter/Helper
- H. Electrician/Helper
- I. Wireman
- J. Sub Station Attendant
- K. Mason/Helper
- L. Generator Operator/Helper
- M. Any other as per the requirement of Engineering Office.

In all the above mentioned posts preference will be given to those who have ITI, GTI diploma as well as/or an experience of three years of working in a Public Sector Unit/Private Sector Unit. The experience certificate should be issued by the employer giving details of work done and salary drawn.\_