

Cadres with Essential Qualifications, Experiences and desirables

Sr. No.	Group	Type	Cadres	Essential Qualification	Essential Experience	Desirable	Remarks (if Any)
1	A	Statutory	Registrar	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	At least 15 years of experience as Assistant Professor or with 8 years of service as Associate Professor along with 3 years experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education or 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post	Person possessing Master's Degree in Finance or possessing CA/ICWA qualification	
2	A	Statutory	Chief Finance & Account Officer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	At least 15 years of experience as Assistant Professor or with 8 years of service as Associate Professor along with 3 years experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education or 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post		
3	A	Statutory	Examination Controller	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	At least 15 years of experience as Assistant Professor or with 8 years of service as Associate Professor along with 3 years experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education or 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post		
4	B	Non-Teaching	Dy. Chief Finance & Account Officer	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent	At least 9 years of experience as Assistant Professor or Comparable experience in research establishment and/ or other institutions of higher education or 5 years administrative experience or an equivalent post		
5	B	Non-Teaching	Deputy Registrar - Academic	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent	At least 9 years of experience as Assistant Professor or Comparable experience in research establishment and/ or	i) A degree in Law/ Management/ Engineering from a recognized University/ Institute. ii) Experience of Computer applications/e-office	
6	B	Non-Teaching	Deputy Registrar - Administration		other institutions of higher education or		

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7	B	Non-Teaching	Deputy Examination Controller	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	At least 9 years of experience as Assistant Professor or Comparable experience in research establishment and/ or other institutions of higher education or 5 years administrative experience or an equivalent post		
8	B	Non-Teaching	Director of Center of Excellence	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent	atleast 05 years of relevant experience as associate professor or equivalent		
9	B	Non-Teaching	Director of Quality Management	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent	atleast 05 years of relevant experience at managerial level		
10	B	Non-Teaching	Director Student Affair	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent	atleast 05 years of relevant experience as associate officer or equivalent		
11	B	Non-Teaching	Manager HR	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent	atleast 05 years of relevant experience at managerial level		
12	B	Non-Teaching	University Librarian	Master's Degree in Library Science /Information Science/Documentation with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping and a total research score of 120	At least ten years as a Deputy Librarian in University Library or ten years of teaching as Associate Professor in Library Science in a University Department or fifteen years' experience as a College Librarian	Evidence of innovative library services including integration of ICT in library	
13	B	Non-Teaching	ERP Manager	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent in M.Sc.(Computer Science/IT/Electronics)/ MCA /M.E./M.Tech (Computer Science/ Electronics & Communication/IT)	atleast 05 years of relevant experience.		
14	B	Non-Teaching	Deputy Librarian	Master's Degree in library science/information science/documentation with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Ph.D. Degree in library science/ Information science / Documentation/Archives and manuscript keeping/computerization of library and a total research score of 75	Eight years experience as an Assistant University Librarian/College Librarian	Evidence of innovative library services including integration of ICT in library	

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15	B	Non-Teaching	Assistant Registrar - Academic	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	At least five years relevant administrative experience in supervisory capacity in a Govt. office/ University / technological institution	(i) A degree in Law/ Management/ Engineering from a recognized University/ Institute. ii) Experience of computer applications/e-office system. Proficiency in the use of variety of computer office applications M.S. Word, Excel, Power-Point or Equivalent.	
16	B	Non-Teaching	Assistant Registrar - Administration				
17	B	Non-Teaching	Assistant Registrar - Compliance				
18	B	Non-Teaching	Assistant Registrar - Examination				
19	B	Non-Teaching	Assistant Registrar - Legal				
20	B	Non-Teaching	Record Officer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
21	B	Non-Teaching	Dy. Director Training & Placement	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 05 years of relevant experience.	Master degree in Management or HOD will be preferable	
22	B	Non-Teaching	Training & Placement Officer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
23	B	Non-Teaching	Dy. Medical Superintendent	M.D. (Ayurveda) in Clinical Subject & registered in Ayurveda council Or B.A.M.S. from recognized institutions of CCIM & registered in Ayurveda council	10 yrs. Of Clinical experience should be from the University/ College/ Educational Institution (approved by CCIM)/ Govt./ Semi. Govt./ PSU/ Corporation.		
24	B	Non-Teaching	Head of IT	Masters Degree or equivalent in any discipline with at least 55% marks or its equivalent in M.Sc.(Computer Science/IT/Electronics)/ MCA /M.E./M.Tech (Computer Science/ Electronics & Communication/IT)	atleast 05 years of relevant experience at manger or supervising level		
25	B	Non-Teaching	Head of Quality Management	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 05 years of relevant experience.		
26	B	Non-Teaching	Marketing Officer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 05 years of relevant experience.		
27	B	Non-Teaching	PRO	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		

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28	B	Non-Teaching	Accountant	M.Com or equivalent qualification from a recognized university OR B.Com. or equivalent qualification from recognized university	atleast 05 years of relevant experience.	i) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS. ii) Proficiency in typing in English/ Hindi on computer, and also in the use of a variety of computer office applications, M.S. Word, Excel, Power-Point or equivalent is a must.	
29	B	Non-Teaching	Accounts Officer	M.Com or equivalent qualification from a recognized university OR B.Com. or equivalent qualification from recognized university	atleast 02 years of relevant experience.	i) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS. ii) Proficiency in typing in English/ Hindi on computer, and also in the use of a variety of computer office applications, M.S. Word, Excel, Power-Point or equivalent is a must.	
30	B	Non-Teaching	Arts & Cultural Officer	Degree or equivalent in any discipline with at least 55% marks or its equivalent	atleast 02 years of relevant experience.		
31	B	Non-Teaching	Chief Security & Vigilance Officer	i. Graduate in any discipline from a recognized University/ Institute and 05 years relevant experience. ii. Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid. iii. Be able to ride light vehicle/ motor cycle and handle fire arms + having sound health and active habits, conducting enquiries & investigation and managing contacts.	atleast 02 years of relevant experience.		
32	B	Non-Teaching	Civil Engineer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		

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33	B	Non-Teaching	Consultant	A degree in Ayurveda from a recognized University / Statutory State Board /Councill Faculty of Indian Medicine or equivalent under Indian Central Council Act, 1970 (48 of 1970). MD/MS(Ay) recognized by CCIM under schedule-II of IMCC Act 1970- in the concerned subject Ph. D. in the subject concerned. Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine	atleast 02 years of relevant experience.		
34	B	Non-Teaching	Electrical Engineer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		
35	B	Non-Teaching	Emergency Medical Officer	A degree in Ayurveda from a recognized University / Statutory State Board /Councill Faculty of Indian Medicine or equivalent under Indian Central Council Act, 1970 (48 of 1970). 2. Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine	atleast 02 years of relevant experience.		
36	B	Non-Teaching	General Purchase and Inventory Officer	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
37	B	Non-Teaching	House Keeping Manager	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		
38	B	Non-Teaching	Logistic and Hospitality Officer	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		
39	B	Non-Teaching	Maintenance Engineer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		
40	B	Non-Teaching	Matron	Degree or equivalent from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		
41	B	Non-Teaching	Medical Officer	Post Graduate degree in Ayurveda OR degree in Ayurveda from a recognized University / Statutory State Board /Councill Faculty of Indian Medicine or equivalent under Indian Central Council Act, 1970 (48 of 1970). 2. Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine	atleast 02 years of relevant experience.		

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Sr. No.	Group	Type	Cadres	Essential Qualification	Essential Experience	Desirable	Remarks (if Any)
42	B	Non-Teaching	Network Engineer	Diploma or Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		
43	B	Non-Teaching	Office Suprientendent	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.		i) Fluency in communication in English language ii) Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
44	B	Non-Teaching	PA To Provost				
45	B	Non-Teaching	PA to Registrar				
46	B	Non-Teaching	Personal Secretary				
47	B	Non-Teaching	Pharmacist	i) Degree in Pharmacy (B. Pharma - Ayurveda) from a recognized University/ Institute with at least 55% marks or Diploma in Pharmacy (Ayurveda - not less than 2 years duration) from a recognized University/ Institute ii) Should be registered as a 'Pharmacist' under the Pharmacy Act, 1948.	02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
48	B	Non-Teaching	Purchase officer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 05 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
49	B	Non-Teaching	Quality Assurance Officer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
50	B	Non-Teaching	Section Officer	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
51	B	Non-Teaching	Software Engineer	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
52	B	Non-Teaching	Sports Officer	Master's Degree with 55% marks in Physical Education and Sports or Physical Education or Sports Science (or an equivalent grade in a point scale wherever grading system is followed) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.	atleast 02 years of relevant experience.		

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53	B	Non-Teaching	Store Keeper	Masters Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.	Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
54	C	Non-Teaching	Account Clerk cum Cashiers	Matriculation or equivalent pass from a recognized Board/ institute.	atleast 02 years of relevant experience.	i) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS. ii) Proficiency in typing in English/ Hindi on computer, and also in the use of a variety of computer office applications, M.S. Word, Excel, Power-Point or equivalent is a must.	
55	C	Non-Teaching	Assistant Librarian	Master's Degree in library science/information science/documentation with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Ph.D. Degree in library science/ Information science / Documentation/Archives and manuscript keeping/computerization of libraryand	atleast 02 years of relevant experience.	Evidence of innovative library services including integration of ICTin library	
56	C	Non-Teaching	Clerk Cum Computer operator	Matriculation or equivalent pass from a recognized Board/ institute.		Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
57	C	Non-Teaching	Estate Supervisor	Matriculation or equivalent pass from a recognized Board/ institute.			
58	C	Non-Teaching	Garden Supervisor	Matriculation or equivalent pass from a recognized Board/ institute.			
59	C	Non-Teaching	House Keeping Supervisor	Matriculation or equivalent pass from a recognized Board/ institute.			
60	C	Non-Teaching	HR Assistant	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.		Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
61	C	Non-Teaching	Library Assistant	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.		Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	

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62	C	Non-Teaching	Library Attendants	Matriculation or equivalent pass from a recognized Board/ institute.			
63	C	Non-Teaching	Network Technician	Matriculation or equivalent pass from a recognized Board/ institute.	atleast 02 years of relevant experience.		
64	C	Non-Teaching	Photographer & Videographer	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	atleast 02 years of relevant experience.		
65	C	Non-Teaching	Security Supervisor	Matriculation or equivalent pass from a recognized Board/ institute.			
66	C	Non-Teaching	Software Associate	Degree or equivalent in any discipline with at least 55% marks or its equivalent in B.Sc.(Computer Science/IT/Electronics)/ BCA/ B.E./B.Tech (Computer Science/ Electronics & Communication/IT)	atleast 02 years of relevant experience.		
67	C	Non-Teaching	Staff Nurse	i) Intermediate (10+2 with Science) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery with at least 55% marks from a recognized Board/ Institute. ii) Registered as A-grade Nurse with Nursing Council.	At least 03 years of relevant experience in a hospital	B.Sc. (Nursing) from a recognized University/ Institute with one year of relevant experience.	
68	C	Non-Teaching	Website Developer	Degree or equivalent in relevant field from a recognized university/ Institute with at least 55% marks.	At least 02 years of relevant experience		
69	C	Non-Teaching	Xray Technician	i) Intermediate (10+2 with Science) ii) Diploma or Certificate in Radiography (2 Yrs duration) from recognized university	1 year experience in Radiography in registered/recognized hospital or medical institute		
70	C	Non-Teaching	Yoga coordinator	Degree in Yoga with minimum 55% of marks from a recognized University under UGC Act. OR Any Graduate with a minimum of 55% of marks in aggregate from a recognized University under UGC Act with Diploma in Yoga Education/Yoga Studies/Yoga Science after graduation of at least one year duration from a recognized University/Institute with a minimum of 55% of marks.	Practical teaching experience in Yoga in a reputed Yoga Institute for a minimum period of one year.		

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71	D	Non-Teaching	Drivers	Matriculation or equivalent pass from a recognized Board/ institute.			
72	D	Non-Teaching	Carpenter				
73	D	Non-Teaching	Electrician				
74	D	Non-Teaching	Peons				
75	D	Non-Teaching	Plumber				
76	D	Non-Teaching	Security Guards				
77	D	Non-Teaching	Store Attendants				
78	A	Teaching	Director	As per existing/latest Guidelines & Norms of the UGC and/or respective Professional/Statutory Council norms/guidelines	As per existing/latest Guidelines & Norms of the UGC and/or respective Professional/Statutory Council norms/guidelines		
79	A	Teaching	Principal				
80	A	Teaching	Professor				
81	B	Teaching	Associate Professor	As per existing/latest Guidelines & Norms of the UGC and/or respective Professional/Statutory Council norms/guidelines	As per existing/latest Guidelines & Norms of the UGC and/or respective Professional/Statutory Council norms/guidelines		
82	B	Teaching	Assistant Professor				
83	B	Teaching	Clinical Therapist				
84	B	Teaching	Lecturer				
85	B	Teaching	Nursing Tutor				
86	B	Teaching	Yoga Teacher				
87	C	Teaching	Lab. Assistant	A Bachelors Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year relevant experience. OR Three years Diploma in Engineering/ Applied Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience.		Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
88	C	Teaching	Lab. Technician			Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	
89	C	Teaching	Sr. Technician			Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.	

Note: Educational qualification and experience will be as per UGC guidelines as amended from time to time.