

ANNEXURE - I

Non-Teaching posts (Group 'A') :

Sl. No.	Name of Post	No. of Post	Essential Qualifications
1 2 3	Registrar Finance Officer* Controller of Examinations** Pay Band of Rs. 37400 - 67000 with AGP Rs. 10000/- (5 years term, further extendable) Retirement age : 62 yrs.	1 1 1	(i) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (ii) At least 15 years of teaching experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years' of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration. OR (iii) Comparable experience in research establishments and / or other institutions of higher education. OR (iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
4	Librarian Pay scale : Rs. 37,400 - 67,000 + AGP Rs. 10,000/-	1	i) Master's Degree in Library Science/Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record; ii) Deputy Librarian completing service of 3 (three) yrs in the AGP of Rs. 9,000/- in a University Library or College Librarian. iii) Evidence of innovative library services, published work, professional commitment and computerisation of library. Desirable : M.Phil/Ph.D Degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping.
5	Director (College Development Council) Pay scale : Rs. 37,400 - 67,000 + 8,900/- (GP) 3 yrs tenure term and extendable	1	(i) A Master's Degree with at least 55% of the marks or its equivalent grade from a recognised University. (ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years' of service in the GP of Rs. 8900/- and above including as Associate Professor along with experience in educational administration. OR (iii) Comparable experience in research establishments or other institutions of higher education. OR (iv) 15 years of administrative experience of which 8 years as Deputy Registrar or in an equivalent post. Desirable : Candidates having experience in University administrative system dealing with academic matters.

Note : Any changes in Qualification pursuant to UGC Regulation in this regard will be applicable if the same is notified prior to the Interview.

* **Desirable :** (1) Officers from Organised Accounts Services.
(2) Experience of Finance administration.

** **Desirable :** Experience of examination administration in universities.