

1	Name of the Post	Internal Audit Officer (on Deputation)
2	No. of posts	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 12 (as per 7 th CPC Pay Matrix)
5	Method of recruitment	By Deputation
6	Educational and other qualification required for deputation recruitment.	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous post on a regular basis. OR with three years' regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies. OR with five years' regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.

1	Name of Post	Chief Security Officer (on Deputation)
2	Number of Post(s)	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 11 (as per 7 th CPC Pay Matrix)
5	Method of recruitment	By Deputation
6	Educational and other qualification required for deputation recruitment	On Deputation from amongst persons from Police Organization/Para Military Forces etc. with five years' service in Pay Level '7' or above.

1	Name of the Post	Medical Officer (Female)
2	No. of posts	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 10 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	40 Years
6	Educational and other qualification required	Essential: i. MBBS recognised by MCI. ii. Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital. Note:- for the post of female Medical Officer at least one year working experience of Obstetrics and Gynaecology ward in any Govt./Govt. recognised hospital. Desirable: Post Graduate Medical Qualification recognized by the MCI.

1	Name of the Post	Assistant Librarian
2	No. of posts	01 (UR) [(PwBD)]
3	Pay Level	Level – 10 (as per 7 th CPC Pay Matrix)
4	Age limit for Direct Recruitment	40 years.
5	Classification	Group 'A'
6	Educational and other qualification required	Qualifications: - A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) - A consistently good academic record with knowledge of computerization of library. - Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions: - The Ph.D. degree of the candidate has been awarded in regular mode - The Ph.D. thesis has been evaluated by at least two external examiners; - Open Ph.D. viva voce of the candidate had been conducted; - The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; - The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. Note: - The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. - NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

1	Name of the Post	Private Secretary
2	No. of posts	01 (UR) [(PwBD)]
3	Classification	Group 'B'
4	Pay Level	Level – 7 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years
6	Educational and other qualification required for direct recruitment.	Essential: 1. A Bachelor's Degree from a recognised University/Institute. 2. At least 03 years' experience as Personal Assistant or 5 years as Stenographer in a University/Research establishment/ Central/State Govt./PSU and other autonomous bodies. 3. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi. 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m. in Hindi. 5. Knowledge of computer applications. Skill Test Norms on Computer: Dictations: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription : 50 minutes (English)/60 minutes (Hindi) Desirable: Proficiency in English & good communication skills.

1	Name of the Post	Assistant
2	No. of posts	01 (ST)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years
6	Educational and other qualification required for direct recruitment.	Essential: A Bachelor's Degree from a recognised University/Institute. Three Years of experience as UDC or equivalent in the Level 4 in Central / State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more. Proficiency in Typing, Computer applications, noting and drafting.

1	Name of the Post	Personal Assistant
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment.	Essential: 1. A Bachelor's Degree in any discipline from any recognised Institute/University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm 3. Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years' experience as Stenographer or equivalent in Central /State Govt. organisation/University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200/- Crores. Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 Minutes @ 100 w.p.m. Transcription : 40 Minutes (English)/55 Minutes (Hindi)

1	Name of the Post	Junior Engineer (Electrical)
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35years.
6	Educational and other qualification required for direct recruitment	Essential: Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience OR Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/ Crores or more.

1	Name of Post	Pharmacist
2	Number of Post (s)	01 (UR)
3	Classification	Group – 'C'
4	Pay Level	Level – 5 (as per 7 th CPC Pay Matrix)
5	Age Limit for Direct Recruits	32 Years
6	Education and other qualifications required for direct recruits	Essential: (i) 10 + 2 plus 2 years Diploma in Pharmacy. (ii) Registration with State Pharmacy Council.

1	Name of the Post	Upper Division Clerk
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm Proficiency in Computer Operations.

1	Name of the Post	Horticulture Supervisor
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: B. Sc. (Agriculture) with elective in Horticulture with 02 years' experience in the relevant field.

1	Name of the Post	Laboratory Assistant
2	No. of posts	01 (EWS)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: Bachelor's degree in Science (Physics) with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. The experience should be in University/ Research establishment/ Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

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1	Name of the Post	Lower Division Clerk
2	No. of posts	05 (UR-03, OBC-01 & SC-01)
3	Classification	Group 'C'
4	Pay Level	Level – 2 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	Essential: 1. A Bachelor's Degree from any recognized Institute/ University 2. English Typing @ 35wpm OR Hindi Typing @ 30wpm. (35 wpm and 30 wpm correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word). 3. Proficiency in Computer Operations.

1	Name of Post	Cook
2	Number of Post (s)	01 (OBC)
3	Classification	Group – 'C'
4	Pay Level	Level 2 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualifications required for direct recruitment	Essential: Class 10 th from a recognized School Board. Two years' experience in cooking / catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations. Desirable: i) ITI Trade certificate in Bakery and Confectionery (one year duration). ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian / North Indian cuisine and continental cuisine.

1	Name of the Post	Laboratory Attendant
2	No. of posts	02 (UR-01 & ST-01)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

1	Name of the Post	Library Attendant
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	Essential: 1. 10+2 or its equivalent examination from a recognized Board. 2. Certificate course in Library Science from a recognized Institution. 3. One year experience in a University/College/Educational Institution Library. 4. Basic knowledge of computer applications.

1	Name of the Post	Multi-Tasking Staff (MTS)
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7 th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	Essential: 10th Pass from a recognized Board. OR ITI Pass.