



GUJARAT UNIVERSITY
AHMEDABAD-380 009



Details Regarding Name of Post, Pay Scale, No. of Post, Category and Minimum Qualifications

Sr No	Name of the Post	Pay Scale	No. of Post	Category	Minimum Qualifications
1	Director, College Development Council	37400-67000 (GP 8900)	1	UR	<p>(A) (i) A Master's Degree with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed.</p> <p>(ii) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 of UNIVERSITY GRANTS COMMISSION NOTIFICATION of 18th July, 2018.</p> <p>(iii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">OR</p> <p>(A) An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.</p> <p>Age Limit : Below 50 Years.</p>
2	Principal Scientific Officer	15600-39100 (GP 7600)	1	UR	<p>(1) A Master's Degree (Instrumentation/ EC/ Electronics/ Biotechnology/ Nanotechnology/ Physical Sciences/ Chemical Sciences) with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed.</p>

				<p>(2) A Ph.D. in Science or Technology (3) Eight years' experience of designing/building/maintaining major scientific instruments and planning, development in science and technology in a University, Government / Semi-Government / Research Organization / Public Undertaking and (4) Capacity to lead/direct R&D projects (5) Working knowledge of modern analytical/sophisticated instruments (6) Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 50 Years.</p>
3	Chief Accounts Officer	15600-39100 (GP 6600)	1	UR <p>(1) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). (2) At least 15 years of experience as an Assistant Professor in the AGP of Rs.7000 (academic level 11) and above or with eight years service in the AGP of Rs.8000 (academic level 12) and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>(2) Comparable experience in a research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>(2) 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post. (3) Essential Additional Qualification : (i) M.Com with Accountancy degree with minimum 55%. Candidates possessing C.A. will be given preference. (ii) Candidate should be well versed in the financial/accounting systems. (iii) Experience in computer systems, finance/accounts related software handling for information processing and retrieval.</p> <p>Age Limit: Below 50 Years</p>
4	Director Physical Education	15600-39100 (GP 6600)	1	UR <p>(i) A Master's Degree with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed. (ii) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. (iii) Experience of at least ten years in Physical Education and Sports as University Assistant/</p>

					<p>Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.</p> <p>(iv) Evidence of organizing competitions and coaching camps of at least two weeks' duration.</p> <p>(v) Evidence of having produced good performance of teams/athletes for competitions like State/ national/ inter-university/ combined university, etc.</p> <p>(vi) Passed the physical fitness test in accordance with the UGC Regulations.</p> <p>Age Limit: Below 50 Years.</p>
5	Deputy Registrar	15600-39100 (GP 6600)	1	UR	<p>i) A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) Nine Years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Age Limit: Below 50 Years.</p>
6	Press Manager	15600-39100 (GP 6600)	1	UR	<p>(1) A bachelor degree in printing technology or an equivalent with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(2) Seven Years of experience in handling a press in a responsible capacity and should have knowledge of working system of machines used in Printing work, factory act, labour laws and administration of press in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 50 Years.</p>
7	Librarian	15600-39100 (GP 6600)	1	UR	<p>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.</p> <p>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.</p>

					<p>iii) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in library Science/Information Science/documentation/archives and manuscript-keeping.</p>
8	Senior Scientific Officer	15600-39100 (GP 6600)	1	UR	<p>(1) A Master's Degree in Engineering (Electronics/EC/ Instrumentation & Instrumentation Control or equivalent) with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed.</p> <p>(2) A Ph.D. in Science/Technology</p> <p>(3) Five years' experience of designing/building/maintaining major scientific instruments and planning, development in science and technology in a University, Government / Semi-Government / Research Organization / Public Undertaking.</p> <p>(4) Capacity to lead/direct R&D projects</p> <p>(5) Working knowledge of modern analytical/sophisticated instruments</p> <p>(6) Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 50 Years.</p>
09	System Analyst (Non Technical)	15600-39100 (GP 6600)	1	UR	<p>(1) A Master's Degree with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed</p> <p>(2) Eight years' experience of managing Administration work in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 50 Years.</p>
10	System Engineer	15600-39100 (GP 6600)	1	UR	<p>(1) A Master's Degree (Computer Engineering/ Computer Science/ IT/ AI & ML/ Data Science/ Networking and Communications) with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed</p> <p>(2) Five years' experience of managing IT infrastructure in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 50 Years.</p>
11	Assistant Registrar	15600-39100 (GP 5400)	2	SEBC-1 ST-1	<p>(1) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(2) Eight years' experience in Administration/ Accounts/ Secretarial work/ Legal Matters/ Academic and Examination affairs, preferable in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of</p>

					computer applications, office management, and secretarial practice. Age Limit: Below 45 Years
12	Programmer	15600-39100 (GP 5400)	1	UR	(1) A Master's Degree in Engineering (Computer Engineering/ Computer Science/ Computer Applications/ IT/ or equivalent) with at least First class or an equivalent grade in a point-scale, wherever the grading system is followed (2) Eight years' experience of programming and software development in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 50 Years.
13	University Engineer	15600-39100 (GP 5400)	1	UR	(1) A Master's Degree in Civil Engineering or equivalent with at least First class or an equivalent grade in a point-scale, wherever the grading system is followed (2) Eight years' experience of Civil Engineering Field in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 50 Years.
14	Lady Medical Officer	15600-39100 (GP 5400)	1	UR	(1) A Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) degree obtained from any of the Universities established or incorporated by or Under the Central or State Act in India; or any other Educational Institution recognized as such or declared to be deemed as a University Under Section 3 of the University Grants Commission Act,1956; Or Possess an equivalent qualification recognized under the Medical Council Act, 1956. (2) Registered with Gujarat Medical Council (3) Five years of relevant experience in a University, Government / Semi-Government / Research Organization / Public Undertaking. (4) Good knowledge of computer applications, office management, and secretarial practice. (5) Possess adequate knowledge of Gujarati, Hindi and English Age Limit: Below 50 Years.
15	PA to Registrar Cum Office Superintendent	Fixed Pay 38,090/-	1	UR	(1) A Master's Degree with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed. (2) Eight years' experience of office administration/ Secretarial work in a University, Government / Semi-Government / Research Organization / Public Undertaking.

					(3) Possess knowledge of computer applications, office management, and secretarial practice Age Limit: Below 50 Years.
16	Stenographer Grade-I	Fixed Pay 38,090/-	1	UR	(1) A Master's degree with at least 55% of the marks or an equivalent grade in a point-scale, wherever the grading system is followed (2) Typing speed of at least 40 WPM in English and Stenographical speed of 100-120 WPM in English (3) Five years of experience in Administration/ Accounts/ Secretarial work/ Legal Matters/ Academic and Examination affairs in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. OR (1) A Bachelor's degree with at least 55% of the marks or an equivalent grade in a point-scale, wherever the grading system is followed (2) Typing speed of at least 40 WPM in English and Stenographical speed of 100-120 WPM in English (3) Seven years of experience in Administration/ Accounts/ Secretarial work/ Legal Matters/ Academic and Examination affairs in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 40 Years.
17	Technical Assistance, Library	Fixed Pay 38,090/-	1	UR	(1) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (without including any grace mark procedure or rounding off) (or an equivalent grade in a point –scale, wherever the grading system is followed) (2) Five years of experience of Library, computerization of a library and Library Software in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 40 Years.

18	Deputy Engineer (Civil)	Fixed Pay 38,090/-	1	UR	(1) A Master's Degree (Civil Engineering or equivalent) with at least First class or an equivalent grade in a point-scale, wherever the grading system is followed (2) Five years' experience of Civil Engineering Field in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.
19	Senior Technical Assistant (Electronics)	Fixed Pay 38,090/-	1	UR	(1) A Master's Degree in Engineering (Electronics, Electronics and Communications, Instruments and control or equivalent) with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed (2) Five years' experience of operation/designing/building/maintaining/repair major scientific instruments and planning, development in science and technology in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 40 Years.
20	Senior Computer Operator	Fixed Pay 38,090/-	1	UR	(1) A Master's Degree (Computer Engineering/ Computer Science/ Computer Application/ IT/ Networking and Communications or an equivalent) with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed (2) Five years' experience of programming, managing basic network, data and software applications in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 40 Years.
21	Senior Pharmacist	Fixed Pay 31,340/-	1	UR	(1) A Master's Degree in Pharmacy or an equivalent with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed (2) Five years' experience as a Pharmacists/Quality Control in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 40 Years.

22	Glass Blower	Fixed Pay 31,340/-	1	UR	<p>1) A Bachelor's degree (Glass and Ceramic Engineering/ Ceramic Engineering/ Ceramic Technology/ Ceramic and Glass/ or an equivalent) with at least 55% of the marks or an equivalent grade in a point-scale, wherever the grading system is followed</p> <p>(3) Three years of experience in Glass blowing and ceramic technology in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 40 Years.</p>
23	Job Receptionists	Fixed Pay 19,950/-	1	UR	<p>(1) A Master's Degree with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed.</p> <p>(2) Three years' experience of Receptionists/ office administration/ Secretarial work in a University, Government / Semi-Government / Research Organization / Public Undertaking.</p> <p>(3) Possess knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 40 Years.</p>
24	Tap disc Librarian	Fixed Pay 19,950/-	1	UR	<p>(1) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (without including any grace mark procedure or rounding off) (or an equivalent grade in a point –scale, wherever the grading system is followed)</p> <p>(2) Three years of experience of Library, computerization of a library and Library Software in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 40 Years.</p>
25	Cook cum Care Taker	Fixed Pay 19,950/-	1	UR	<p>(1) A Bachelor's degree in Hotel Management with at least 55% of the marks or an equivalent grade in a point-scale, wherever the grading system is followed</p> <p>(2) Three years of experience of cooking/catering/hostel-guest house kitchen in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.</p> <p>Age Limit: Below 40 Years.</p>

26	Junior Clerk	Fixed Pay 19,950/-	92	SC -07 ST-14 SEBC-26 EWS-09 UR-36	(1) A Bachelor's Degree with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed. (2) Three years of experience in Administration/ Accounts/ Secretarial work/ Legal Matters/ Academic and Examination affairs in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice. Age Limit: Below 40 Years.
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Age Limit : For Category of SC/ST/SEBC/EWS/Women Maximum Age Relaxation is 45 Yrs.

Regarding Percentage : Relaxation of 5% marks (from 55% to 50%, or 60% to 55% without rounding off) shall be provided in the eligibility criteria to the SC/ ST/ PH/ SEBC candidates as per the Government of Gujarat Rules.

GUJARAT UNIVERSITY
AHMEDABAD 380009
EMPLOYMENT NOTICE
ADVERTISEMENT NO.NT/01/2022

The number of posts, Minimum Qualifications, Experience, Pay, General Conditions and other details are as given below. Interested candidates may apply online by paying (ONLINE) required application processing fee of Rs.650/-(For General category candidates) and Rs.400/- (For SC/ST/SEBC/EWS/PD category candidates) before the last date prescribed i.e. 03/11/2022.

Sr. No.	Name of Post	Pay Scale + Grade Pay	No. of Position	Category
1	Director College Development Council	37400-67000 (GP 8900)	1	UR
2	Principal Scientific Officer	15600-39100 (GP 7600)	1	UR
3	Chief Accounts Officer	15600-39100 (GP 6600)	1	UR
4	Director Physical Education	15600-39100 (GP 6600)	1	UR
5	Deputy Registrar	15600-39100 (GP 6600)	1	UR
6	Press Manager	15600-39100 (GP 6600)	1	UR
7	Librarian	15600-39100 (GP 6600)	1	UR
8	Senior Scientific Officer	15600-39100 (GP 6600)	1	UR
9	System Analyst	15600-39100 (GP 6600)	1	UR
10	System Engineer	15600-39100 (GP 6600)	1	UR
11	Assistant Registrar	15600-39100 (GP 5400)	2	SEBC – 01 ST-01
12	Programmer	15600-39100 (GP 5400)	1	UR
13	University Engineer	15600-39100 (GP 5400)	1	UR
14	Lady Medical Officer	15600-39100 (GP 5400)	1	UR
15	PA to Registrar Cum Office superintendent	38,090/-*	1	UR
16	Stenographer Grade-1	38,090/-*	1	UR

17	Technical Assistant	38,090/-*	1	UR
18	Deputy Engineer (Civil)	38,090/-*	1	UR
19	Senior Technical Assistant (Electronics)	38,090/-*	1	UR
20	Senior Computer Operator	38,090/-*	1	UR
21	Senior Pharmacist	31,340/-*	1	UR
22	Glass Blower	31,340/-*	1	UR
23	Job receptionist	19,950/-*	1	UR
24	Tap Disc Librarian	19,950/-*	1	UR
25	Cook Cum Care Taker	19,950/-*	1	UR
26	Junior Clerk	19,950/-*	92	SC -07 ST-14 SEBC-26 EWS-09 UR-36

***As Per Finance Department Resolution No.KRC-2002-57-Part-2-z-1 dated 18/01/2017.**

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

GENERAL INFORMATION:

1. University will conduct direct interview for the post of Director College Development Council, Principal Scientific Officer & Director Physical Education for Selection of Candidate.

2. The Gujarat University will conduct 2(two) test for Selection of Candidate (Sr. No. 3, & 5 to 26) whenever applicable:

(1) The First test is Preliminary test

(2) The Second Test is Subject / Technical Proficiency test.

(1) Preliminary Test (Objective type- MCQs-OMR Based)

The Preliminary Test will be conducted for Screening for all the Posts (Sr. No. 15 to 26) of 120 marks of 2 (Two) Hours Duration.

Language of the Question Paper shall be Gujarati and English.

The Question Paper of Preliminary test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 mark and of OMR Based. For every wrong answer, shall be Negative Marking of 0.25 Mark.

The Syllabus for this Preliminary Test and approximate weight of marks are as follows (OMR based):

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|----|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| a) | English Language - of the level up to 12 th Standard Level: | 12 marks |
| b) | Gujarati Language - of the level up to 12 th Standard Level: | 12 marks |
| c) | General Knowledge, Reasoning, Arithmetic, Current Affairs, Indian History and Geography, Analytical Reasoning, Mental Ability, Sports, etc. | 84 marks |
| d) | Basics of Computer Application - Equivalent to CCC Level: | 12 marks |

The Minimum passing standard for Preliminary Test is 50% (without rounding off) for General Category and 45% (without rounding off) for SC/ST/SEBC and PH Category.

(2) Those candidates who clear the Preliminary test will be required to appear for Subject/Technical Proficiency Test of 120 Marks of Two (2) Hours.

The question paper of subject/technical proficiency test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 Mark. For every wrong answer, there shall be Negative Marking of 0.25 Mark. Language of the Question Paper shall be Gujarati and English. Duration of the Test shall be 120 Minutes.

The Post-wise detailed syllabus for Subject/Technical Proficiency Test is as follows:

1. **Chief Accounts Officer***

a)	Computer Skills	60 Marks
b)	Financial Accounting Methods/ Audit/ Tally & Accounting related Software, Financial Management related to Institution like University, RTI Act, University & UGC Acts, etc., GST, IT rules, Banking and Financial Institutions and their functioning	60 Marks

2. Deputy Registrar & System Analyst*

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, Law, etc.	60 Marks

3. Press Manager*

a)	Computer Skills	60 Marks
b)	Press Activities and Functioning, Print and electronic media, printing technology, Factory Act, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, Law, etc.	60 Marks

4. Librarian*

a)	IPR and Legal Issues - Categories, Conventions, Treaties, Laws; Plagiarism: Concept and Types; Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network; International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS); Library Resource Sharing and Library Consortia – National and International; General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, Library Functioning, Library Science and Related Software, etc.	120 Marks
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5. Senior Scientific Officer *

a)	Computer Skills	60 Marks
b)	Electronics and communications, Instrumentation, Scientific and sophisticated instruments, purchase, maintenance and repair, Project proposals and funding agencies, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

6. System Engineer * & Programmer*

a)	Discrete Structures and Optimization, Computer System Architecture, Different Programming Languages/ tools and Computer Graphics, Database Management Systems, System Software and Operating System, Software Engineering, Data Structures and Algorithms, Theory of Computation and Compilers, Data Communication and Computer Networks, Artificial Intelligence (AI), Machine Learning (ML)	120 Marks
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7. Assistant Registrar*

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

8. University Engineer*

a)	Computer Skills	60 Marks
b)	Civil and electrical materials, R&B Rules and regulations, BU Permission, tender inventory, town planning, maintenance, purchase, Factory act, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

9. Lady Medical Officer*

a)	Computer Skills	60 Marks
b)	Various forms of Medical practices, their norms and regulations, medical instruments, various medical councils, Treatments and clinical approaches, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

10. P.A. to Registrar cum Office Superintendent & Stenographer Grade-I*

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Knowledge of English Stenography, Office management , Communication Skills, etc.	60 Marks

11. Technical Assistant*

a)	IPR and Legal Issues - Categories, Conventions, Treaties, Laws; Plagiarism: Concept and Types; Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network; International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS); Library Resource Sharing and Library Consortia – National and International; General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, Library Functioning, Library Science and Related Software, etc.	120 Marks
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12. Deputy Engineer (Civil)

a)	Computer Skills	60 Marks
b)	Civil and electrical materials, R&B Rules and regulations, BU Permission, tender inventory, town planning, maintenance, purchase, Factory act, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

13. Senior Technical Assistant (Electronics)

a)	Computer Skills	60 Marks
b)	Electronics and communications, Instrumentation, Scientific and sophisticated instruments, purchase, maintenance and repair, Project proposals and funding agencies, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

14. Senior Computer Operator

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, Inward/Outward register, tendering and purchase process, GCSR, University, UGC and RTI Acts, etc.	60 Marks

15. Senior Pharmacist

a)	Computer Skills	60 Marks
b)	Fundamentals of medicines, drugs, various medical tests, Basics of Health care, pharmacology, purchase, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

16. Glass Blower

a)	Computer Skills	60 Marks
b)	Glass and Ceramic materials, Glass blowing techniques and equipments, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

17. Job Receptionist

a)	Computer Skills	60 Marks
b)	Communication skills, Placement related activities, Communication tools, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

18. Tap Disc Librarian

a)	IPR and Legal Issues - Categories, Conventions, Treaties, Laws; Plagiarism: Concept and Types; Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network; International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS); Library Resource Sharing and Library Consortia – National and International; General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, Library Functioning, Library Science and Related Software, etc.	120 Marks
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19. Cook cum Care Taker

a)	Computer Skills	60 Marks
b)	Hotel Management, Food and grain, FSL and Food Testing Laboratories, Cook wears, Recipes and ingredients, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

20. Junior Clerk

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, Inward/Outward register, tendering and purchase process, GCSR, University, UGC and RTI Acts, etc.	60 Marks

Note 1) For the posts indicated with ‘*’ - if the numbers of applications received by the University are less, the University may conduct Interview only.

2) Whenever It Is necessary University will take Written Examination.