

### **Important notes for all posts:**

- Citizenship criteria should be fulfilled as per Govt. of India norms.
- The applicant has to pay Rs. 500/- as application fee for each application online. Candidates from SC and ST Category, disabled candidates and women candidates are exempted from paying the application fee. Ex-servicemen candidates are exempted from paying fee for posts at Sr. No. 11 to 14.
- The upper age limit will be relaxed for SC/ST/OBC/ Disabled and Ex-servicemen candidates as per GoI rules. Moreover, upper age limit for the relevant post will be not applicable to candidates in the service of State or Central Government/ University/ Board/ Corporation. However, it would be discretionary for the University not to consider the candidates who are likely to serve the University for less than 5 years from joining the University to Retirement.
- Reservation for disabled and for Ex-Servicemen is applicable as per Govt. of India norms.
- Wherever grading or any other system than the percentage is followed, the result of the candidate should be converted into percentage on the basis of percentage conversion table declared by the concerned University.

Wherever education qualification is required as first class or second class, minimum 60 % is to be considered as first class, whereas minimum 48 % is to be considered as second class.

- All newly recruited officers/employees shall be on probation for one year
- They have to undergo such training and pass such examination as may be prescribed by the university from time to time.
- The candidates selected will be required to furnish a security and surety for such amount and for such period as may be prescribed by the university.
- Matriculation or Higher Secondary School Examination Certificate issued by the concerned board is considered as valid proof of age. Candidates applying in the OBC category should have valid non-creamy layer certificate as per GoI rules at the time of online application.
- Candidate in service of Government/ Semi-Government/PSUs should have NOC obtained from his/ her employer or he has to intimate his employer in advance about his/her application according to rules of the concerned employer in this behalf.
- The candidate will be required to produce all documents relating to educational qualifications, category (SC, ST, OBC, EWS, Physical

disability etc.), experience, other essential requirements etc. at the time of interview, failing which, his candidature will be cancelled.

- The date for determining the eligibility of all candidates in every respect shall be prescribed closing date for submission of online application.
- If it is detected at any time, even during the service, that the details provided are wrong or documents provided by the candidate are fake or the candidate has undesirable antecedents/ background and has suppressed the said information, his/her service shall be liable to be terminated.
- In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issuance of appointment letter, or after appointment, the university reserves the right to modify, withdraw/ cancel any communication made to/ appointment of the candidate.
- The prescribed qualifications are minimum and the mere fact that a candidate possesses the same does not create any right in his/ her favour for being called for interview.
- Posts at sr. no. 01 to 10 will be filled through interview. The university reserves the right to restrict the number of candidates to be called for interview on the basis of screening test and /or on the basis of experience. No correspondence will be entertained from the applicants who are not shortlisted for the interview.
- Candidate selected for post at sr. no.2 shall be appointed for a term of Five years and shall be eligible for reappointment.
- Candidate applying for post no.10 (IT System Manager) should be competent enough in purchase of IT Gadgets.
- Candidate applying for post no.8 and 9(Deputy Engineer(Civil) and Assistant Engineer(Civil) respectively) should be competent enough in inspection of structures from forensic point of view.
- Posts at sr. no. 11 to 14 will be filled through only written examination. The university reserves the right to restrict the number of candidates to be called for written test on the basis of screening test and /or on the basis of experience. No correspondence will be entertained from the applicants who are not shortlisted for the written test.
- Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
- Selected candidate may be appointed at or transferred to University Head Quarter or any campus (present or to be established hence forth) of the University.

Details of age, minimum qualification and experience for the posts.

Sr. no	Name of post	Age, Educational Qualification and experience	Total no. of posts
1	Controller of Examination	<p>i Not be more than 55 years of age,</p> <p>ii Possess Master's Degree with at least 55% of the marks with good academic record 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.</p> <p>iii 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of in the academic level 12 and above including as associate professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post .</p> <p>iv Should have adequate knowledge of English, Hindi , Examination software and result automation.</p> <p>v. Adequate experience in the pre-conduct and post-conduct activities of University examinations or other comparable examinations is desirable.</p>	1
2	Finance	i Not be more than 55 years of age,	1

	Officer	<p>ii Possess ACA/AICWA or MBA(Finance)/M.Com with Minimum 55% marks with good academic record 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.</p> <p>iii 15 years of experience involving sound knowledge of Central Govt. Rules relating to Accounts/Audit, Service Conditions, Treasury and Finance, out of which at least 8 years 'experience in the Pay Level 12 or above.</p> <p style="text-align: center;"><b>or</b></p> <p>15 years experience in Accounting and Auditing firm out of which 10 years experience after obtaining CA/ICWA</p> <p>iv. Should have adequate knowledge of English, Hindi, Accounting Software.</p> <p>v. Preference would be given to persons having worked in an Organized Accounts or related Service in Central/State Government/University</p>	
3	Deputy Registrar	<p>i. Not be more than 50 years of age,</p> <p>ii. Possess Master's Degree with at least 55% of the marks with good academic record 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.</p> <p>iii Nine years of experience as Assistant</p>	9

		<p>Professor in the Academic Level 10 and above with experience in educational administration <b>or</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education <b>or</b> 5 years of administrative experience as Assistant Registrar or in equivalent post</p> <p>iv Should have adequate knowledge of English, Hindi and computer proficiency.</p>	
4	Assistant Registrar	<p>i Not more than 40 years of age</p> <p>ii Possess Master's Degree with at least 55% of the marks with good academic record 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.</p> <p>iii 3 years of experience in the field of procurement/HR/ Academics/ Examinations/Accounts and other fields of University,</p> <p>iv Should have adequate knowledge of English, Hindi and computer proficiency.</p>	17
5	Asstt. Finance Officer	<p>i Not be more than 40 years of age,</p> <p>ii Possess ACA/AICWA or MBA(Finance)/M.Com with Minimum 55% marks with good academic record obtained from any of the universities established or incorporated by or under the Central or State Act in India or any</p>	4

		<p>other educational institution recognized as such or declared to be deemed as a University under section-3 of the University Grants commission Act, 1956.</p> <p>iii 3 years of experience involving sound knowledge of Central Govt. Rules relating to Accounts/Audit, Service Conditions, Treasury and Finance.</p> <p style="text-align: center;"><b>or</b></p> <p>3 years experience in Accounting and Auditing firm after obtaining CA/ICWA</p> <p>iv. Should have adequate knowledge of English, Hindi, Accounting Software.</p> <p>v. Preference would be given to persons having worked in an Organized Accounts or related Service in Central/State Government/University</p>	
6	Section Officer	<p>i. Not less than 21 years and more than 40 years of age,</p> <p>ii. Possess Bachelors Degree in any discipline with good academic record obtained from any of the university 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.</p> <p>iii. Should have adequate knowledge of Hindi and English and Computer Proficiency.</p>	19
7	Accounts Officer	<p>i. Not be more than 40 years of age,</p> <p>ii. Possess qualification as Chartered Accountant or Cost and Works Accountant or First class degree in Commerce or Second class Master Degree in commerce /MBA(Finance) with good academic record from any of the university 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</p>	3

		<p>University under section-3 of the University Grants commission Act, 1956.</p> <p>iii. 2 years experience of Accounting and Auditing in Government/ Semi Government Organization/ Educational Institutes recognized by the Central or State Government/Chartered Accountant's Firm</p> <p>iv. Possesses adequate knowledge of Hindi, English and accounting software.</p> <p>v. Relevant Exposure to GST and Income Tax is desirable.</p>	
8	Deputy Engineer(Civil)	<p>i. Not be more than 40 of years of age,</p> <p>ii. Possesses a bachelor degree in Civil Engineering with at least 55% marks with good academic record 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, with Master degree in civil engineering with specialization in Forensic structural engineering.</p> <p>iii. At least 2 years of experience in the relevant field from Government/Semi Government Organization/ Public Sector Undertaking/University/Reputed Institute recognized by the State Government with experience in handling civil work.</p> <p>iv. Should have adequate knowledge of Hindi and English and computer proficiency.</p>	1
9	Assistant Engineer (Civil)	<p>Not be less than 21 years and more than 35 of years of age,</p> <p>Possesses a bachelor degree in Civil Engineering with at least 55% marks with good academic record obtained from any of the universities established or</p>	2

		<p>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.</p> <p>Master degree in civil engineering with specialization in Forensic structural engineering is desirable.</p> <p>Should have adequate knowledge of Hindi and English and computer proficiency.</p>	
10	IT System Manager	<ul style="list-style-type: none"> <li>i. Not be less than 21 years and not more than 45 years of age,</li> <li>ii. Possesses a Master degree in Computer Application/ Bachelor Degree in Computer Engineering/Electronics &amp; Communication Engineering/ Information Technology with at least 55% Marks 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.</li> <li>iii. At least 10 years of experience in Network Security/ Internet Technology &amp; Hardware maintenance in Government/Semi Government.</li> <li>iv. Should have adequate knowledge of Hindi and English.</li> </ul>	1
11	Deputy Section Officer	<ul style="list-style-type: none"> <li>i. Be not less than 21 years and more than 40 years of age,</li> <li>ii. Possesses Bachelors Degree in any discipline with good academic record obtained from any of the university 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</li> </ul>	20



		<p>University under section-3 of the University Grants commission Act, 1956.</p> <p>iii. Should have adequate knowledge of Hindi and English and Computer Proficiency.</p>	
12	Accountant cum Auditor	<p>i. Not be less than 21 years and more than 40 years of age,</p> <p>ii. Minimum Qualification: Second class degree in commerce with good academic record from any of the University established or incorporated by or under the Central or State Act in India or any other educational institution recognised as such or declared to be deemed as a university under Section 3 of the University Grant Commission Act, 1956.</p> <p>iii. Experience: 2 years experience of Accounting and Auditing in Government /Semi Government Organisation/Educational Institute recognised by the Central or State Government/Chartered Accountant's Firm.</p> <p>iv. Should have adequate knowledge of Hindi, English and Accounting Software.</p> <p>v. Relevant exposure to GST and Income Tax is desirable.</p>	3
13	Sub Accountant-cum- Sub Auditor	<p>i. Not be less than 21 years and more than 35 of years of age</p> <p>ii. Minimum Qualification: Commerce Degree with Accountancy as principle subject 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.</p> <p>iii. Experience:2 years experience of Accounting and Auditing in</p>	8

		<p>Government/ Semi Government Organization/ Educational Institutes recognized by the Central or State Government/Chartered Accountant's Firm</p> <p>iv. Should have adequate knowledge of Hindi, English and accounting software.</p> <p>v. Relevant Exposure to GST and Income Tax is desirable.</p>	
14	Assistant	<p>i. Not be less than 21 years and more than 35 of years of age,</p> <p>ii. Possesses a bachelor degree in any discipline 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.</p> <p>iii. Should have adequate knowledge of Hindi and English and Computer proficiency</p>	49