

Non Teaching Norms

Assistant Registrar	<p>Qualifications: A Master degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations. Proficiency in the use of variety of computer office applications M.S. Word, Excel, Power-Point or Equivalent.</p> <p>Desirable: (i) A degree in Law/ Management/ Engineering from a recognized University/ Institute. ii) Experience of computer applications/e-office system.</p> <p>Experience: Experience: At least five years relevant administrative experience in supervisory capacity in a Govt. office/ University / technological institution or an organization of repute which may include activities related to examinations academics, establishment, general administration, R&D student affairs, accounts etc.</p>
Public Relation Officer	<p>Qualification: Post Graduate Degree/minimum 2 years diploma in Public Relations / Journalism / Mass Communication with a minimum of 60% marks.</p> <p>Experience: a) Minimum 5 years prior experience with media or public relations. b) Experience with PR campaigns and media management c) Excellent writing, oral presentation and communication skills. d)Basic knowledge of computers and writing software (MS Office) e)A strong presence of mind and analytical skill. f)Keen attention to detail.</p>
Office Assistant/ Clerk	<p>Qualifications: A Bachelor's Degree in any discipline from recognized university with 03 years' experience or equivalent A minimum Typing speed of 35 w p m. and proficiency in Computer Word Processing and Spread Sheet. ii) Proficiency in use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. iii) Having typing speed of 40 w.p.m. in English or Hindi respectively on computer.iii)Excellent organizational skills, ability to prioritize, and comfortable working independently iv) Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation v)Strong interpersonal skills</p> <p>Experience: Minimum of 3 years</p>
Office Superintendent	<p>Qualification: Any Graduate / Minimum typing speed of 30-40 w.p.m .</p> <p>Experience: i) 3years experience in handling administrative jobs including file/record keeping & managing Academic, Examination, University & student matter. Experience of working as section officer/ Superintendent in Govt. offices will be given preference. ii) Proficiency in Computer Word Processing and Spread Sheet. iii) Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation iv)Strong interpersonal skills</p>
Lab Assistant	<p>Qualifications A Bachelors Degree (four years) in Engineering or B.Sc. 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.</p> <p>OR</p> <p>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.</p> <p>NOTE: Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is desirable.</p> <p>Experience: Minimum of 3 years in handling, inventorying laboratory glassware and equipment. Handling students during experiments.</p>
Technical Assistant	<p>Qualification: Diploma/Degree in Science /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.</p> <p>NOTE: Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is desirable.</p> <p>Experience: Minimum of 3 years</p>
Fitter/ Electrician/ Welder/ Carpenter	<p>Qualification: ITI</p> <p>Experience: 2-3 years Experience in relevant field</p>