

QUALIFICATIONS OF NON-TEACHING POSTS

1.	Director (Placement)	<p>Essential :</p> <ol style="list-style-type: none"> 1. Master Degree in Engineering/Management with First division from a recognized University of State/Central Government approved by the UGC, New Delhi or an equivalent degree of a foreign university. 2. Ph.D. in Engineering/Management from a recognized University of State/Central Government approved by the UGC, New Delhi or an equivalent degree of a foreign university. 3. 10 years experience of continuous service in teaching/research/administration at University/Research Establishment/Industry out of which 2 years experience of administration at the level of Head of department/branch/office. <p>Desirable :</p> <ol style="list-style-type: none"> a. Should be able to work on Computer and Internet efficiently for contacting Industries, Research Institutes, PSUs, Government Institutes and other job provider agencies. b. Should be able to participate in discussions with senior functionaries and Academicians. c. He/she is expected to handle one or more programmes independently related to placement of students. d. Fluency in Communication.
2.	Supervisor Youth Welfare	<ol style="list-style-type: none"> 1. Postgraduate degree in any discipline from recognized Indian University or its equivalent. 2. Participation in Youth Festival at Inter Zonal Level 3. Three years experience of organizing Youth Festivals/Youth Leadership/Training Camps and other related Youth Welfare activities. 4. Knowledge of Hindi and English
3.	Draftsman	<p>Three years Diploma in Civil Engineering from a recognized Institute OR Draftsman Diploma in Civil Engineering with preferably 2 years experience in preparation of estimates and tender of buildings.</p>
4.	Workshop Instructor	<p>Workshop Instructors are required for the Labs namely – Machine Shop, Welding Shop, Carpentry Shop, Sheet Metal/Fitting Shop, Forging Shop and Foundry Shop in the Mechanical Engineering Workshop possessing '3 years diploma in Mechanical Engineering from the recognized institute/polytechnic with at least 60% marks and minimum 02 years experience in the relevant field in industry/institute level OR must possess Craft Instructor Training Course with at least 60% marks in respective trade along with minimum 06 years experience in the relevant field in Industry/Institute level'.</p> <p>The competent authority, if deem fit, may relax the eligibility conditions</p>
5.	Electrician Gr.-II	<p>2-year Diploma in Electrician trade from ITI</p>

6.	Steno-typist	<p>i) Matric Ist Division or Higher Secondary IInd Division or Intermediate IInd Division or 10+2 IInd Division or Graduate.</p> <p>ii) English shorthand at the speed of 80 w.p.m and transcription thereof at the speed of 15 w.p.m OR Hindi shorthand at the speed of 64 w.p.m and transcription thereof at the speed of 11 w.p.m.</p> <p>iii) Word processing speed of 8000 key depressions per hour (135 per minute).</p> <p>iv) Candidate should be able to work on computers and with Internet and do data entry efficiently.</p> <p>v) Selected candidates shall have to pass qualifying course in the use of computers and Internet as prescribed by the University within a year from the date of joining the University service failing which he will not earn annual increment.</p>
7.	Plumber Grade-II	Matric with ITI diploma in Plumber Trade.
8.	Sub-Divisional Clerk	<ol style="list-style-type: none"> 1. Graduation in any discipline from a recognized University. 2. Knowledge of Computer 3. At least one year experience on the post of Clerk-cum-typist/Clerk-cum-Junior Data Entry Operator through contractor in Govt./Semi Govt. department/Institute 4. Hindi upto Matriculation level
9.	Lady Attendant	Matric with 2 nd Division
10.	Carpenter Gr. II	<ol style="list-style-type: none"> 1. Middle 2. ITI Diploma in Carpenter Trade.