

Details of Educational Qualifications, Experience

Advertisement No. NLUJAA/PER/R-NTS/2015/002

Sl. No.	Name of Post	Number of post(s), Pay Scale and Qualifications
1	Personal Secretary to the Vice-Chancellor and Registrar	<p>Number of Posts: 2 (Two) 1-UR, 1-OBC/MOBC</p> <p>Pay Scale: PB-4 Pay-12,000-40,000 GP-6,400</p> <p>Essential Qualification: Graduation in any subject from a recognized University with at least 55% marks and five years of experience as Personal Assistant in any reputed educational institution, or Postgraduate in any subject from Recognized University with 55% marks and 3 years experiences as Personal Assistant in any reputed educational institution. Candidates must excel in shorthand with minimum speed of 80 words and have adequate computer proficiency. Fluency in English, Hindi and Local Language.</p>
2	System Administrator	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-4 Pay (12000-40000) GP-6,300</p> <p>Essential Qualification: B.E. / B.Tech. in Computer Science and Engineering / Information Technology or MCA or M.Sc. in Computer Science / Information Technology from a recognized University with at least 60% marks or its equivalent in the CGPA scale with five years of experience in computing at the level of System Analyst.</p>
3	Senior Stenographer	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-4 Pay (12000-40000) GP-6,000</p> <p>Essential Qualification: A Bachelor's Degree in any subject from recognized University / Institution with 55% marks having a minimum of eight years of experience for Graduate / five years for postgraduate with shorthand with a minimum speed of 140 words. The candidate must have adequate knowledge of computer.</p>
4	Assistant Engineer	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-4 Pay (12000-40000) GP-5,400</p> <p>Essential Qualification: B. Tech. / B.E. (Civil) Degree from a recognized University with a minimum of two years of experience in the field. Junior Engineers working in any government department for five years may be taken on deputation or retired Junior Engineer / Assistant Engineer may also be considered.</p>
5	Superintendent	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-3 Pay (8000-35000) GP-4,600</p> <p>Essential Qualification: A Bachelor Degree in any subject from a recognized University/ Institution with a Minimum of 5 years of experience of which three years shall be as Junior Assistant in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidates must have adequate computer proficiency.</p>

6	Accountant	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-3 Pay (8000-35000) GP-4,600</p> <p>Essential Qualification: A Master Degree in Commerce from a recognized University/ Institution with minimum experience of two years as Junior Accountant in any University / Central or State Government Organization. The candidates must have adequate computer proficiency in Tally ERP. Or a qualified Chartered Accountant with Article ship experience or B.Com. from a recognized University / Institution with minimum 3 years' experience as Junior Accountant.</p>
7	Junior Stenographer	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-3 Pay (8000-35000) GP-4,600</p> <p>Essential Qualification: A Bachelor's Degree from recognized University / Institution having minimum of two years of experience. A Bachelor Degree / one year for postgraduate and Shorthand with a minimum speed of 80 Words. Presentation, communication and decision making skills, fluency in English, Hindi and Local Languages. The candidate must have adequate knowledge of computer.</p>
8	System Operator	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-2 Pay (5200 -20200) GP-3,300</p> <p>Essential Qualification: Diploma in Computer Science and Engineering (Three Years) or BCA or Graduate with DOEACC 'A' Level (Diploma) or equivalent from recognized institution. The candidate shall have exposure in using hardware, software and networking in office environment. Minimum three years' work experience in any reputed and recognized Educational Institution / Computer Centre.</p>
9	Library Assistant	<p>Number of Posts: 3 (Three) 2-UR, 1-OBC/MOBC</p> <p>Pay Scale: PB-2 Pay (5200 -20200) GP-2,900</p> <p>Essential Qualification: A Bachelor's Degree in any discipline from a recognized University/ Institution with Bachelor's Degree in Library Science with good academic records. Knowledge of computerization of Library is essential. Preference will be given to candidate having Post Graduate degree with previous experience in this line of work.</p>
10	Accountants Assistant	<p>Number of Posts: 2 (Two) 1-UR, 1-OBC/MOBC</p> <p>Pay Scale: PB-2 Pay (5200 -20200) GP-2,900</p> <p>Essential Qualification: A Bachelor's Degree in Commerce from a recognized University / Institution with minimum 3 years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer in Tally ERP.</p>

11	Junior Superintendent	<p>Number of Posts: 8 (Eight) 4-UR, 2-OBC/MOBC, 1-ST(P), 1-SC</p> <p>Pay Scale: PB-2 Pay (5200-20200) GP-2,900</p> <p>Essential Qualification: A Bachelor's Degree in any discipline from a recognized University / Institution with minimum 3 years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer.</p>
12	Electrician	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-2 Pay (5200-20200) GP-2,900</p> <p>Essential Qualification: Matriculate with ITI certificate in the relevant trade and having at least five years of experience in the field or candidates having adequate skills in the relevant field with eight years of experience.</p>
13	Guest House Caretaker	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-2 Pay (5200-20200) GP-2,900</p> <p>Essential Qualification: A Bachelor's Degree in any discipline from a recognized University / Institution with a minimum three years working experience in an equivalent position in any University / Institutions / Central or State Government Organization. The candidate must have adequate knowledge of computer.</p>
14	Record Keeper	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-2 Pay (5200-20200) GP-2,300</p> <p>Essential Qualification: 10th Standard pass and a minimum two years of working experience in an equivalent position in any University / Institutions / Central or State Government Organization / Higher Secondary council or Board of Secondary Education.</p>
15	Carpenter	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-2 Pay (5200-20200) GP-2,300</p> <p>Essential Qualification: 8th standard pass and demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.</p>
16	Plumber	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-2 Pay (5200-20200) GP-2,300</p> <p>Essential Qualification: 8th Standard pass and demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.</p>

17	Driver (HV / LV)	<p>Driver (HV / LV): Number of Posts: 4 (four) 3-UR, 1-OBC/MOBC</p> <p>Driver (HV): Pay Scale: PB-2 Pay (5200-20200) GP-2,300</p> <p>Essential Qualification: 10th Standard pass shall possess a valid driving licence for heavy motor vehicles, knowledge of motor mechanism and having at least three years of experience in driving heavy motor vehicles / motor cars.</p> <hr/> <p>Driver (LV): Pay Scale: PB-2 Pay-5,200-20,200 GP-2,100</p> <p>Essential Qualification: 10th Standard pass and shall possess a valid driving licence for light motor vehicles, knowledge of motor mechanism and having at least three years of experience in driving light motor vehicles / motor cars.</p>
18	Cook	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: PB-1 Pay (4560-15000) GP-1,700</p> <p>Essential Qualification: 8th Standard pass and having two years of experience as Cook in a Hostel / Guest House / Canteen or a mess attached to a hostel in any institution of higher learning having experience in preparation of vegetarian and non-vegetarian food items.</p>
19	Gardener	<p>Number of Posts: 1(one) 1-ST(P)</p> <p>Pay Scale: PB-1 Pay (4560-15000) GP-1,700</p> <p>Essential Qualification: 8th Standard pass and having adequate skills in the relevant field with at least two years of experience.</p>
20	Attendant	<p>Number of Posts: 3(Three) 2-UR, 1-OBC/MOBC</p> <p>Pay Scale: PB-1 Pay (4560-15000) GP-1,700</p> <p>Essential Qualification: 8th Standard pass and shall have the ability to read, write and communicate with at least two years of experience in any University/Central or State Government Organization / Higher Secondary Council or Board of Secondary education.</p>