

1. Registrar (No. of Post: 01)

(Tenure 5 years)

Scale of Pay: (Rs.37,400/- - Rs. 67,000/-) G.P.- Rs. 10,000/-

Essential Qualifications:

A Master's Degree in any discipline from a recognized university / Institution with at least 55% marks or its equivalent grade 'B' in UGC seven point scales from a recognized University / Institute along with (i) 15 years' of experience as Assistant Professor in the AGP of Rs. 7,000/- and above, or with 8 years' of service in the AGP of Rs. 8,000/- and above including as Associate Professor, along with experience in educational administration; or (ii) Comparable experience in research establishment and / or other institutions of higher education; or (iii) 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Preferable:

Functional computer literacy; Professional qualification in Public Administration, good interpersonal skills. A Ph.D. Degree is desirable but not essential.

2. Finance Officer (No. of Post: 01)

(Tenure 5 years)

Scale of Pay: (Rs.37,400/- – Rs.67,000/-) G.P.- Rs. 10,000/-

Essential Qualifications:

A Master's Degree in the relevant discipline with at least 55% marks or its equivalent grade 'B' in UGC seven point scales from a recognized University / Institute.

Chartered Accountant with a minimum of fifteen years of experience as Accounts Officer in the AGP of Rs. 7,000 and above or with eight years of service in the AGP of Rs. 8,000 or in an equivalent post in any reputed University or reputed educational institution.

Government Officers working in the area of finance and accounts for 20 years may be appointed as Finance Officer either on deputation or for a term.

Preferable:

Computer literacy to oversee installation of appropriate software, and computerization of all finance, accounts and stores related matters; good interpersonal skills.