

Sl No	Positions	Qualifications
1	Registrar	<p>Masters' degree in any discipline with at least 55% marks .  Experience: At least 15 years' experience as Assistant Professor or at least 10 years' experience as Associate Professor along with experience in academic administration, Or  Comparable experience in research establishment and/or other institutions of higher education, Or  15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent  Desirable  (a) Qualification in area of Management Engineering or Law  (b) Experience in handling computerized administration, legal, financial or establishment matters. (c) Experience as HOD in any recognised College or University</p>
2	Dy Registrar	<p>Essential: Masters degree in any discipline with at least 55% marks or its equivalent Experience: 9 years experience as Assistant Professor and above with experience in educational administration, Or Comparable experience in research establishment and/or other Institutions of higher education, Or 5 years of administrative experience as Assistant Registrar or equivalent . Desirable: i. Qualification in area of Management, Engineering or Law ii. Experience in handling computerized administration, legal or financial or establishment matters iii. A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit)</p>
3	Controller of Examinations	<p>A Master's Degree with at least 55% of the marks or its equivalent grade Preference will be given to candidate with adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations; working knowledge of examination software and results automation.</p>
4	Dy Controller of Examinations	<p>A Master's Degree with at least 55% of the marks or its equivalent grade Preference will be given to candidate with adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations; working knowledge of examination software and results automation.</p>

5	Chief Law Officer	(i) Degree in Law from recognized University of equivalent (ii) Five years of legal practice in a reputed Law Firm or five years practice as an Advocate in High Courts or Supreme Court of India; or (iii) Five years experience in dealing with legal matters in supervisory capacity in Central or State Government organization or PSUs or Universities or Autonomous Bodies.
6	Librarian.	A M.Phil./Ph.D. Degree in Library Science/Information Science/Documentation/ Archives and manuscript keeping. 2. Subject to fulfilling the minimum requirement of API scores as prescribed in UGC regulations for this post from time to time
7	Dy Librarian.	A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks and a consistently good academic record with knowledge of computerization of library
8	Admin officer	Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs. (i) Degree from a recognized University or equivalent. (ii) Eight years experience in a supervisory capacity in Central or State Government offices or Universities or PSUs or Autonomous Bodies. (iii) Knowledge in Administration, Establishment matters, Financial Rules and procedures of the Government of India, and (iv) Knowledge of Computer applications
9	Estate Officer	Essential: Qualifications (i) Bachelors degree or equivalent in Engineering (Civil/ Electrical) from a recognized University / Institute. ii) 5 years' experience in relevant field as Engineer / Asst. Engineer from CPWD / State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous Body/ Universities / reputed Institute or organizations under Central / State Govt. Desirable: i) Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software. ii) Post-Graduate in Civil/ Structural/ Electrical Engineering with Ist Division or more than 6.5 CGPA in 10 points scale. iii) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities. iv) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant.

10	Sports Officer	Essential: i. First Class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record. ii. Record of having represented the University/College at the inter-University competitions or State and/or national championships or Qualified the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations
11	Security Officer	Graduate or Equivalent from recognized University (ii) At least ten years experience in Police/para Military forces/Armed forces of the Union and held not below the rank of ASI (Exe)/Naib Subedar or an equivalent position with exemplary services. (iii) Min 5 years experience as Security Officer
12	Accounts Officer	M.Com.(Min 55% or above) with Knowledge of Computer applications and acquaintance of working experience on Accounting Software.
13	Placement Officer	MBA in HR with Exp in Multinational Companies
14	Corporate Trainer/ Soft Skill Trainer	MBA in HR with Exp in Multinational Companies
15	Sr Executive (PR, Marketing, Event Management)	Bachelor in Mass Comm & Journalism
16	Student Consellers	Preferably Bachelor in Phycology, with Exp of minimum 3 Years
17	System Administraror	Bachelor Dgree in any Field, with knowledge of Computers, with Exp of more than 3 years
18	Mechanial Workshop Superintendent	B. Tech in ME
19	Electrician	ITI and minimum 7 Years of Exp
20	Plumber	ITI and minimum 7 Years of Exp
21	Gardener	Minimum 7 Years of Exp
22	F & B and Housekeeping	Bachelor In Hotel Management and minimum 3 Year Exp
23	Receptionist	Bachorlor In Hotel Management and minimum 3 Year Exp
24	Guest House Caretaker	Class XII pass, With Minimum 10 Year Exp
25	Architech	B. Arch With 10 Year Exp
26	Site Engineer	B. Tech in CE, with a exp of more than 10 Years
27	Cashier	B.Com from any recognized University
28	Web Developer	Bachelor Dgree in any Field, with knowledge of Web Development and PHp, with Exp of more than 3 years
31	Admission Head	Masters in Any Field with a Exp. Of 10 Years.