



**Guru Gobind Singh Indraprastha University**  
'A State University established by the Govt. of NCT of Delhi'  
**Sector – 16C Dwarka, New Delhi – 110078**  
(Personnel Branch)



F.No.1(6)(70)/2023/Pers.II/ 6630

20<sup>th</sup>  
Dated: December 2023

**NOTIFICATION**

The Board of Management of Guru Gobind Singh Indraprastha University in its 81<sup>st</sup> meeting held on 30.11.2023 vide Agenda Item No. BM 81.04 has approved the recruitment rules for the following newly created posts in the University:

S. No.	Name of Post	Pay Level
1.	Chief Security Officer	Level-10
2.	Security Officer	Level-08
3.	Assistant Security Officer	Level-06
4.	Media Consultant	Level-13
5.	Media Officer (AR)	Level-10
6.	Photographer	Level-06
7.	Front Desk Services	Level-02
8.	Senior System Analyst	Level-12
9.	System Administrator	Level-11
10.	System Analyst	Level-10
11.	Programmer	Level-08
12.	Network Engineer	Level-07
13.	Network Technician	Level-02
14.	Computer Technician	Level-02
15.	Training and Placement Officer	Level-10
16.	Cashier	Level-04
17.	Chief Engineer	Level-14
18.	Sports Officer	Level-08
19.	Veterinary Officer	Level-07

The approved recruitment rules are enclosed with this notification.

20<sup>th</sup>  
(SUNITA SHIVA)  
REGISTRAR

F.No.1(6)(70)/2023/Pers.II/ 6630

20<sup>th</sup>  
Dated: December 2023

To,

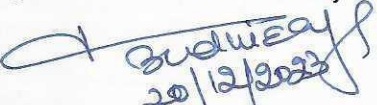
1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMC/ USLLS/ USM&AHS/ USMS/ USAP/ USE/ USAR/USDI, GGSIP University.
2. Project In-charge- University School of Fire and Industrial Safety/ University School of Liberal Arts/ University School of Film Making/ University School of AYUSH, GGSIP University.
3. Director- Academic Affairs/ Coordination/ Students' Welfare/ CEDM/ Development/ International Affairs/ CEPS/ Research and Development Cell/ Legal Aid / Research, Project Monitoring & Innovation/ IUIIC/ East Campus, GGSIP University.

Contd.....2/-.

4. Chairperson – Centralized Career Guidance and Placement Cell/ SDC/ IIQAC & NAAC, GGSIP University.
5. In-charge, Centre for Human Values and Ethics.
6. In-charge UIRC, GGSIP University.
7. Programme Coordinator- NSS Cell, GGSIP University.
8. Proctor, GGSIP University.
9. OSD to Hon'ble Vice Chancellor, GGSIP University.
10. Controller of Finance, GGSIP University.
11. Controller of Examination I & II, GGSIP University.
12. Chief Warden, GGSIP University.
13. CVO, GGSIP University.
14. All JRs/ DRs/ Branch In charge, GGSIP University.
15. Superintending Engineer (UWD), GGSIP University.
16. In-Charge UITs, GGSIP University with a request to upload the Notification on the University Website.

**Copy for information of the Competent Authority:**

1. AR to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor, GGSIP University.
2. AR to the Registrar's office for kind information of Registrar, GGSIP University.

  
20/12/2023

**(NAVEEN KUMAR BUDHIRAJA)**  
**ASSISTANT REGISTRAR (PERS.-II)**



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>CHIEF SECURITY OFFICER</b> Pay Level 10 as per 7 <sup>th</sup> CPC	<b>01</b>	<b>Deputation / Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

- Bachelor degree from a recognize University/ Institute with 10 years experience in Level 8 in supervisory position in Army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.
- Preference will be given to those who have served in Army/ Central Para Military Force or any such uniformed services & possessing a valid Arm License.

**Desirable:**

- Training & handling emergency situations like Fire Fighting Rescue Operation, Floods, Earthquake conducting Mock Drill, etc.
- Possessing a Diploma / Certificate in Security Operation/ Fire Safety & Disaster Management from a University/ Institute/Reputed Organization.

**Deputation:**

Holding analogous post or 10 years experience in Level 08 in supervisory position in army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of retired Officer from Centre/State Government Service/ Army/ Para Military Force/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings / Government Educational or Research Institution holding analogous post in Pay Level 10 preceding to their retirement in supervisory position.

**OR**

Retired Officer from Centre/State Government Service/ Army/ Para Military Force / Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings / Government Educational or Research Institution holding analogous post with 10 years experience in Pay Level 08 carrying the same job profile, preceding to their retirement in supervisory position.

**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

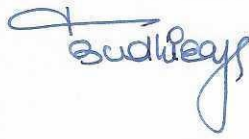
**Contract:** As per University Rules.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Job Profile :**

1. Plan and ensure execution of Security arrangement as required by the University.
2. To look after all the security arrangements in the campus.
3. To supervise and control the work of security personnel.
4. To assist the University authorities in maintaining law and order.
5. To maintain liaison with Police and district Authorities regarding - Law and order problems and investigation of criminal cases affecting the University.
6. To assist the University Hostel Administration in day to day functioning i.e. eviction of unauthorized occupants/intruders.
7. To attend to fire incidents and other calamities and incidents on the campus.
8. Any other work as may be assigned by the Competent Authority of the University.





**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
SECURITY OFFICER Pay Level 08 (as per 7 <sup>th</sup> CPC)	02	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

- Bachelor Degree from a recognize University/ Institute with 5 years experience in Level 6 not below the rank of Sub-Inspector/Subedar or an equivalent position with Exemplary service in Army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.
- Preference will be given to the people who have served in Army/ Central Para Military Force or such uniformed services & possessing a valid Arm License.

**Desirable:**

- Training & handling emergency situations like Fire Fighting, Rescue Operations, Floods, Earthquake conducting Mock Drill, etc.
- Possessing a diploma certificate in Security operation/ Fire Safety & Disaster Management from a University/ Institute/Reputed Organization.

**Deputation:**

Holding analogous post or five years experience in Level 6 in supervisory position in Army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officers retired from Centre/State Government Service/ Army/ Para Military Force/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings / Government Educational or Research Institution/ holding analogous post in Pay Level 08 preceding to his/her retirement not below the rank of Sub-Inspector/Subedar or an equivalent position with Exemplary service.

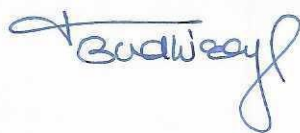
**OR**

Officers retired from Centre/State Government Service/ Army/ Para Military Force/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings / Government Educational or Research Institution/ holding analogous post with 5 years experience in Pay Level 06 preceding to his/her retirement not below the rank of Sub-Inspector/Subedar or an equivalent position with Exemplary service.

**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Job Profile :**

1. Plan and ensure execution of Security arrangement as required by the University.
2. To look after all the security arrangements in the campus.
3. To supervise and control the work of security personnel.
4. To assist the University authorities in maintaining law and order.
5. To maintain liaison with Police and district Authorities regarding - Law and order problems and investigation of criminal cases affecting the University.
6. To assist the University Hostel Administration in day to day functioning i.e. eviction of unauthorized occupants/intruders.
7. To attend to fire incidents and other calamities and incidents on the campus.
8. Any other works assigned by the University Authority.

A handwritten signature in blue ink, appearing to read 'Budhdeep'.

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>ASSISTANT SECURITY OFFICER</b> Pay Level 06 (as per 7 <sup>th</sup> CPC)	<b>06</b>	<b>Deputation / Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

- Bachelor Degree from a recognize University/ Institute with 5 years experience in Level 04 in Security / Supervisory Position in Security in Army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.
- Preference will be given to the people who have served in Army/ Central Para Military Force or such uniformed services & possessing a valid Arm License.

**Desirable:**

- Training & handling emergency situations like Fire Fighting, Rescue Operations, Floods, Earthquake conducting Mock Drill, etc.
- Possessing a diploma certificate in Security Operation/ Fire Safety & Disaster Management from a University/ Institute/Reputed Organization.

**Deputation:**

Holding analogous post or five years experience in Level 4 in supervisory position in army/ Para Military Force/ Govt. Organization/Educational Institutes/ Government Undertakings/ Private organizations.

**Contract:**

As per essential and desirable qualifications for non-retired persons.  
In case of Officers retired from Centre/State Government Service/ Army/ Para Military Force / Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings /Government Educational or Research Institution/ Private organizations holding analogous post in Pay Level 06 preceding to their retirement in Security/ Supervisory Position in Security.

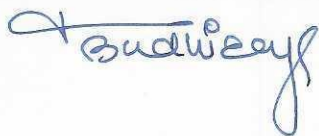
**OR**

Officials retired from Centre/State Government Service/ Army/ Para Military Force / Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings /Government Educational or Research Institution/ Private organizations holding analogous post with five years' service in Pay Level 04 preceding to their retirement in Security/ Supervisory Position in Security.

**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

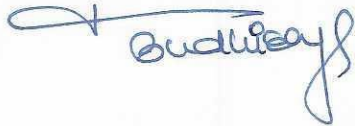




**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Job Profile :**

1. To ensure execution of Security arrangement as required by the University.
2. To look after all the security arrangements in the campus.
3. To supervise and control the work of security personnel.
4. To assist the University authorities in maintaining law and order.
5. To maintain liaison with Police and district Authorities regarding - Law and order problems and investigation of criminal cases affecting the University.
6. To assist the University Hostel Administration in day to day functioning i.e. eviction of unauthorized occupants/intruders.
7. To attend to fire incidents and other calamities and incidents on the campus.
8. Any other works assigned by the University Authority.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>MEDIA CONSULTANT Pay Level 13 (as per 7<sup>th</sup> CPC)</b>	<b>01</b>	<b>Deputation / Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

- a. Master's Degree with 55% marks in Business Management, Marketing, Media and Communication, Journalism, Public relations, Digital Marketing or related field(s).
- b. 15 years experience in variety of communications strategies and public relations, web site management and handling of social media platforms, publication development interpersonal skills, communication & organization skills communicating ideas & information etc.
- c. 04 years work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level-12.
- d. Proficiency in MS office - Excel, PowerPoint & Word.

**Desirable:**

- a. Ph.D. in Business Management, Marketing, Media and Communication, Journalism, Public Relations, Digital Marketing or related field(s).
- b. Ability to work in a fast-paced, high pressure environment.
- c. Excellent Multi-tasking, analytical, project management, time-management, strong team management and communication (written and verbal) skills.
- d. In addition to English, proficiency in the Hindi language (Read, Write & Speak) is expected.
- e. Knowledge of handling various digital tools, etc.

**Deputation:**

Officer holding analogous post on regular basis Govt. departments/ autonomous bodies/ Public Sector Undertakings/ etc.

**OR**

Officer having 15 years experience in variety of communications strategies and public relations, web site management and handling of social media platforms, publication development interpersonal skills, communication & organization skills communicating ideas & information etc. and 04 years work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level-12.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 13 preceding to their retirement.

**OR**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution with 15 years experience in variety of communications strategies and public relations, web site management and handling of social media platforms, publication development interpersonal skills, communication & organization skills communicating ideas & information etc. and four years work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level 12, preceding to his/her retirement.

**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile:**

1. Assist in communication efforts in University (internal & external) and develop PR campaign & media relations strategies of University.
2. Editing/Uploading promotional publications/ materials (like brochures, videos, Social media posts etc.), drafting of press releases.
3. To promote effective strategic communications & facilitating shared vision development and awareness.
4. Co-ordinate & guide University for planning implementing monitoring communication & outreach programmes.
5. Identification of bottlenecks & ensuring resolution on communication issues.
6. Any other responsibilities as assigned by University from time to time including organizing of events in a professional way. Effective tracking of media coverage for University etc.





**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>MEDIA OFFICER (AR)</b> <b>Pay Level 10 (as per 7<sup>th</sup> CPC)</b>	<b>01</b>	<b>Deputation / Contract.</b>

**RECRUITMENT RULES**

**Essential Qualification:**

- Master's degree with 55% marks in Mass Communications/Journalism and Mass Communications / Public Relations/Digital Marketing or related field(s).
- Minimum five years Post Masters' work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level-08.
- Proficiency in MS office - Excel, PowerPoint & Word.

**Desirable:**

- Ability to work in a fast-paced, high pressure environment.
- Excellent Multi-tasking, analytical, project management, time-management, team management and communication (written and verbal) skills.
- In addition to English, proficiency in the Hindi language (Read, Write & Speak) is expected.
- Knowledge of handling various digital tools, etc.

**Deputation:**

Officer holding analogous post or 5 years experience in Level 08 on regular basis in Govt. Departments/ Autonomous bodies/ Public Sector Undertakings/ Educational Institutes, etc.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement.

**OR**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution with five years' Post Masters' work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools holding analogous post in Pay Level 08, preceding to his/her retirement.

**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>PHOTOGRAPHER</b> Pay Level 06 (as per 7 <sup>th</sup> CPC)	<b>02</b>	<b>Direct / Deputation / Contract.</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- Graduate degree in any discipline.
- Diploma in Photography/ Videography/ Cinematography from a recognized Institute/University.
- Minimum 03 years experience as photographer/ Videographer / Movie/ TV Cameraman in a Government or Semi-Government or in a reputed organization/ Studio.

**Desirable:**

Experience of track photography with double exposure, super imposition/ preparation of video clips.

**Deputation:**

Officer holding analogous posts on regular basis in a Govt. Departments/ Autonomous bodies/ Public Sector Undertakings in Pay Level 06.

**OR**

Minimum 03 years experience as Photographer/ Videographer / Movie/ TV Cameraman in a Government or Semi-Government Departments/ Autonomous bodies/ Public Sector Undertakings in Pay Level 04.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of retired person from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 06 carrying same job profile, preceding to his/her retirement.

**OR**

Retired person from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with three years' service in Pay Level 04 carrying same job profile, preceding to his/her retirement.

**Age Limit:**

**Direct:** Not exceeding 40 years and relaxable in case of SCs/STs/OBC/PH/Departmental candidates as per Govt. rules.

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

### Job Profile:

1. To setup cameras, lighting, backdrops & any other requirement for slide & video shoot.
2. To main the equipments in proposal working order
3. To keep up to date with changing technologies
4. To prepare CD-ROMs, DVD, & external hard Disk for storing & backing up photographs & video RAIDC Redundant Array of independent Disk, system.
5. To prepare & maintain the Photograph & video event-wise Department-wise years-wise any other related issues.
6. Any other work assigned.

Andrews



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>FRONT DESK SERVICES</b> <b>Pay Level 02 (Fixed salary as per</b> <b>University rules for outsourcing)</b>	<b>02</b>	<b>To be filled on</b> <b>Contract through</b> <b>outsourced</b>

<b>RECRUITMENT RULES</b>
<b>Essential Qualification:</b> Trade Diploma in Front Desk Management. <b>OR</b> Bachelor's Degree in Hospitality/ Mass Communications.
<b>Desirable:</b> a. One year experience in any Govt./ Autonomous bodies/ PSUs/. <b>OR</b> One year internship in any Govt./ Private organizations. b. Proficiency in English and Hindi with excellent communication skills.
<b>Outsourced:</b> Not exceeding 30 years.
<b>Job Profile :</b> 1. Responsible for greeting and welcoming guests, receiving and delivering all incoming and outgoing mail, attending calls and directing as needed, scheduling meetings. 2. Manage the data of all employees' clientele. 3. Coordination with all offices. 4. Conversant with computer, EPABX, MS Office. 5. Courteous and good command over language proficiency. 6. Any other work assigned.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment	Feeder Cadre/Post
<b>SENIOR SYSTEM ANALYST</b> <b>Pay Level 12 (as per 7<sup>th</sup> CPC)</b> <b>(after 05 years of service Pay</b> <b>Level-13) as per MHRD / UGC</b> <b>guidelines</b>	<b>02</b>	<b>50% Direct/ Deputation/ Contract and 50% by Promotion from the Post of System Analyst.</b>	<b>System Analyst</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

M.Sc. (Computer Science)/ MCA/ M.Tech. (Computer Science & Engineering) with 55% marks and eight years experience of extensive programming and system management in Centre/State Government Department/ Autonomous government Organizations/ University/ Educational or Research Institutions on regular basis in the Pay Level 10 or equivalent at the post of System Analyst or equivalent.

**Desirable:**

- Ph.D. in Computer Applications/ IT/ Computer Science.
- Working experience of Programming, Databases, Automation, Computer Operations and Office Procedures.

**Deputation:**

Officer holding analogous post in Centre/State Government Service/ Autonomous government organizations/ University/ Educational or Research Institutional OR having 08 years experience as System Analyst or equivalent post in Pay Level 10 as per 7<sup>th</sup> CPC.

**Promotion:**

- Eight years service in the GP of Rs.5400/- (Pay Level 10 as per 7<sup>th</sup> CPC).
- The candidate should have undergone mandatory job specific training/skill enhancement program conducted by a College/University.

**Note:** Promotion and financial upgradation shall be processed through DPC as per Ordinance 28 of the University as amended from time to time.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 12, preceding to their retirement.

**OR**

Officer retired from Centre/State Government Department/ Autonomous government Organizations/ University/ Educational or Research Institutions with eight years service in extensive programming and system management holding analogous post in the Pay Level 10 or equivalent carrying the same job profile, preceding to his/her retirement.

*[Handwritten signature]*

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

**Age Limit:**

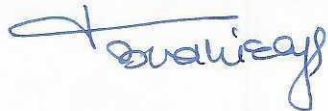
**Direct:** Not exceeding 50 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidate as per Govt. rules.

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile :**

1. To prepare a policy for IT Network & Other Communications System.
2. Responsible for effective technical strategies.
3. Dispersal of work well in time.
4. Analysis & design the technique to solve the technical problems using Information Technology etc.
5. To develop efficient information technology infrastructure.
6. To create software & plan for the execution of work.
7. To keep the records as Data Base Management.
8. To analyze & design techniques to solve the organizational activity problems (Exam, inventory, staff Finance, Student Support).
9. To identify the organizational improvement needed design the system to implement the changes and train and motivate others to use the System.
10. To supervise lower level information technology staff.
11. Accomplish information Systems and organization missions by completing related results as needed.
12. Any other work assigned.





**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
SYSTEM ADMINISTRATOR Pay Level 11 ( as per 7 <sup>th</sup> CPC)	01	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

- a. Bachelor's Degree in Computer Science or Information Technology, or MCA or qualification equivalent with 55% marks from any recognized university/ institute.
- b. 05 years' experience as System Analyst or equivalent post in Pay Level 10 or equivalent in any Govt. Departments/ autonomous bodies/ PSUs/ Universities or reputed private companies, etc.

**Deputation:**

Holding analogous post on regular basis or Officer having five years experience in Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officer retired having five years experience in Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 11, preceding to their retirement.

**OR**

Officer retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with five years' service in Pay Level 10 carrying the same job profile, preceding to their retirement.

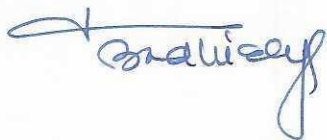
**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

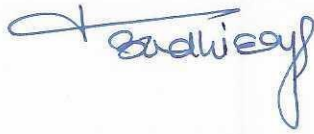
**Job Profile :**

1. Responsible for the upkeep, configurations & reliable operation of Computer services.
2. To ensure about the computer systems and software are functioning and meet the needs of the organizations.
3. To maintain the computer services, networks, indoor and outdoor devices.
4. To take all the security audit certificates of IT infrastructures, Malware Protection.
5. To supervise the technical inputs and prepare the technical plan for organizations.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
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6. To prepare software (in-house) with technical staff to give the solution for the various day to day activities.
7. To analyze & design techniques to solve the organizational activity problems (Exam, inventory, staff Finance, Student Support).
8. To identify the organizational improvement needed design the system to implement the changes and train and motivate others to use the System.
9. To supervise lower level information technology staff.
10. Accomplish information Systems and organization missions by completing related results as needed.
11. Any other work assigned by the University.



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Nomenclature of post	No. of post	Mode of Recruitment	Feeder Cadre/Post
<b>SYSTEM ANALYST Pay Level 10 (as per 7<sup>th</sup> CPC)</b>	<b>05</b>	<b>02 Promotion (Non-Selection) from the feeder post of Programmer 03 Direct (40% Promotion &amp; 60% Direct) Failing which on Deputation failing which on Contract</b>	<b>Programmer</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- Bachelor Degree in Computer Science or Information Technology, or MCA or equivalent qualification with 55% marks from any recognized university/ institute.
- 05 years working experience in Information Technology in Pay Level 08 in any Govt. department/ NIC/ Autonomous Bodies/ PSUs/ University, etc.
- Experience should be at appropriate level in industry / University level Computer Centre in the areas of Servers configuration, storage systems, backup systems, Linux/ Unix Software Engineering, Design and Validation, Databases, Computer Networks from a recognized Public/ PSUs/Private organization.

**Deputation:**

Holding analogous post OR 05 years working experience in Information Technology in Pay Level-08 in any Govt. department/ NIC/ Autonomous Bodies/ PSUs/ University, etc.

**Promotion:**

Four years of regular service as Programmer in Pay Level 08.

**Note:** Promotion and financial upgradation shall be processed through DPC as per Ordinance 28 of the University as mended from time to time.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement.

**OR**

Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with five years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.

**Age Limit:**

**Direct:** Not exceeding 35 years for Direct recruitment (Relaxable in case of SCs/STs/OBC/PH/Departmental candidates as per Govt. rules)

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

*[Handwritten Signature]*





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Nomenclature of post	No. of post	Mode of Recruitment
<b>PROGRAMMER</b> <b>Pay Level 08 (as per 7<sup>th</sup> CPC)</b>	<b>02</b>	<b>Direct / Deputation /</b> <b>Contract.</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- Bachelor's Degree in Computer Science or Information Technology or MCA or equivalent qualification with 55% from any recognized university/ institute.
- 03 years working experience in Information Technology in any Govt. department/ NIC/ autonomous bodies/ PSUs/ University, etc.

**Desirable:**

Experience should be in the areas of Programming, Servers configuration, storage systems, backup systems, C/C++/JAVA, Design and Validation, Databases: MySQL/ORACLE with PHP, etc., Foundation and Practices under WINDOWS/LINUS/UNIX, Computer Networks platforms from a recognized Public/ PSUs/ Private organization.

**Deputation:**

Holding analogous post OR 03 years working experience in Information Technology in Pay Level 08 in any Govt. department/ NIC/ Autonomous Bodies/ PSUs/ University, etc.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 08 preceding to their retirement.

**OR**

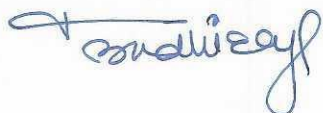
Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with three years' service in Pay Level 06 carrying the same job profile, preceding to their retirement.

**Age Limit:**

**Direct:** Not exceeding 30 years for Direct recruitment (Relaxable in case of SCs/STs/OBC/PH/Departmental candidates as per Govt. rules.)

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

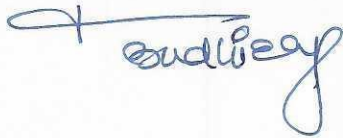
**Contract:** As per University Rules.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
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**Job profile:**

1. Update and expand the existing programs/ software.
2. Test programs for errors and fix the faulty lines of computer code.
3. Create, modify & test code or scripts in software that simplify Software developments.
4. Writing and testing codes for new programmes in coordination with System Analyst, System Administrator, Senior System Analyst (Web designing, Mobile Application for university and Cyber Security, Malware Protection).
5. Coding, debugging, designing and testing computer structures, writing computer instructions, management of Database system, editing source code, profiling and analyzing algorithms etc.
6. Providing technical support.
7. Any other work assigned by the University.

A handwritten signature in blue ink, appearing to read 'Sudhakar', is written below the job profile box.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
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Nomenclature of post	No. of post	Mode of Recruitment
<b>NETWORK ENGINEER</b> Pay Level 07 (as per 7 <sup>th</sup> CPC)	<b>01</b>	<b>Direct / Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- a. Bachelor Degree in Computer Science or Information Technology, or MCA or equivalent qualification with 55% from any recognized university/ institute.
- b. One year working experience in any Govt. department/ NIC/ autonomous bodies/ PSUs/ University and private companies, etc.

**Desirable:**

Experience in servers configuration, storage systems, backup systems, Linux/ Unix Software Engineering, Computer Networks.

**Contract:**

As per essential and desirable qualifications for non-retired persons.

In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 06, preceding to their retirement.

**OR**

Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with one year service in Pay Level 04 carrying the same job profile, preceding to their retirement.

**Age limit for Direct Recruitment:** Not exceeding 30 years for Direct recruitment (Relaxable in age in case Departmental candidates/ SC/ ST/ OBC/ PwD as per Govt. rules).

**Contract:** As per University Rules.

**Job profile:**

1. To establish & maintain network performance, build net configurations & Connections.
2. Troubleshoot the network problems & IP address.
3. To establish networking environment by designing System configurations & directing system installation.
4. Maximizes performance by troubleshooting network problems & outages & scheduling upgrades, configuring the router & updating the data services and network equipments.
5. To collaborate with network architects on network optimizations.



**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
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Nomenclature of post	No. of post	Mode of Recruitment
NETWORK TECHNICIAN Pay Level 02 (as per 7 <sup>th</sup> CPC)	02	Direct / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

Bachelor Degree in Computer Science or Information Technology or BCA or equivalent qualification from any recognized university/ institute.

**OR**

Three years' Diploma in Computer Science or Information Technology or equivalent qualification from any recognized Board/ Institute and one year experience in Computer Networking.

**Contract:**

As per essential qualification for non-retired persons.

In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 02 carrying the same job profile, preceding to their retirement.

**Age Limit:**

**Direct:** Not exceeding 30 years for Direct recruitment (Relaxable in age in case of Departmental candidate/ SC/ ST/ OBC/ PwD as per Govt. rules).

**Contract:** As per University Rules.

**Job profile:**

1. To analyze test, troubleshoot and evaluate existing network system (LAN, WAN, Cloud Network, Servers, EPABX and other data communication networks.
2. To ensure networks operate correctly with the minimal interruptions.
3. To lay out the network for S.No. 1 with testing.
4. To ensure a secure transfer of data over internal and external networks with backup network data as well as document network support activities.
5. Evaluate and optimize the network performance and user support.
6. Any other work assigned by the University.





**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
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Nomenclature of post	No. of post	Mode of Recruitment
COMPUTER TECHNICIAN Pay Level 02 (as per 7 <sup>th</sup> CPC)	02	Direct / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

Bachelor's degree in Computer Science or Information Technology, or BCA or equivalent qualification from any recognized university/ institute.

**OR**

Three years' Diploma in Computer Science or Information Technology, or equivalent qualification from any recognized Board/ Institute and one year experience in computer hardware.

**Contract:**

As per essential qualification for non-retired persons.

In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 02 carrying the same job profile, preceding to their retirement.

**Age limit:**

**Direct:** Not exceeding 30 years for Direct recruitment (Relaxable in age case of Departmental candidate/ SC/ ST/ OBC/ PwD as per Govt. rules).

**Contract:** As per University Rules.

**Job profile :**

1. To maintain the Computer systems, troubleshooting errors and repairing the University's hardware.
2. To give technical support in networking & software applications to employees onsite or remotely.
3. Setting up hardware & installing & configure software & drivers.
4. Maintaining & repairing technological equipments (e.g. routers) or peripherals devices.
5. Perform regular upgrades to ensure system remain updated.
6. To keep record of repairs & fixes for future references.
7. Manage well functioning LAN/ WAN & other networks & manage components (Servers, IPs etc.)
8. Manage Security options & Software in Computers & Networks to maintain privacy & protections from attacks.
9. Any other work assigned by the University.



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Nomenclature of post	No. of post	Mode of Recruitment
TRAINING AND PLACEMENT OFFICER Pay Level 10 ( as per 7 <sup>th</sup> CPC)	01	Deputation / Contract

**RECRUITMENT RULES**

**Essential Qualification:**

- a. MBA in Human Resource with 55% marks or an equivalent grade point in the grade point scale from a recognized Indian University/Institute.
- b. At least 7 years' experience in industry with exposure to human resource management disciplines and in the area of Training/Placement in Govt. Departments/ PSUs/ autonomous bodies/ Universities/ research institutes or reputed private companies.

**Deputation:**

Holding analogous post on regular basis or seven years' experience in industry with exposure to human resource management disciplines and in the area of Training/Placement in Govt. Departments/ PSUs/ autonomous bodies/ Universities/ research institutes or reputed private companies in Pay Level 08.

**Contract:**

As per essential qualification for non-retired persons.

In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10 carrying the same job profile, preceding to their retirement.

**OR**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with seven years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.

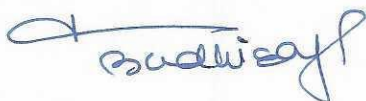
**Age Limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile:**

1. Arranging placement, internships and training facilities for students.
2. Coordinating industry-interaction, seminars and workshops.
3. Maintenance of databases.
4. Regular interaction with students.





**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM  
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Nomenclature of post	No. of post	Mode of Recruitment
<b>CASHIER</b> <b>Pay Level 04 (as per 7<sup>th</sup> CPC)</b> <b>(Substantive post will be Assistant</b> <b>(Accounts) designated as Cashier)</b>	<b>01</b>	<b>Direct / Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Direct:**

- B. Com. With at least 55% marks from a recognized University or equivalent.
- Two years experience of maintenance of commercial accounts in PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.
- Working Knowledge of software(s) dealing with book keeping of accounts such as Tally.

**Contract:**

As per essential qualification for non-retired persons.

In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 04 carrying the same job profile, preceding to their retirement.

**OR**

Officials retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with two years' service in Pay Level 02 carrying the same job profile, preceding to their retirement.

**Age Limit:**

**Direct:** Not exceeding 30 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

**Contract:** As per University Rules.

**Job Profile:**

- Book keeping of Accounts, receipt of cash and demand drafts and maintenance of related records;
- Entry of the financial transactions in the financial package dealing with book keeping;
- Assisting finalization of Annual Accounts and Budget etc.
- Preparation of financial reports;
- Any other work assigned by the reporting officer.





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Nomenclature of post	No. of post	Mode of Recruitment
<b>CHIEF ENGINEER</b> Pay Level 14 (as per 7 <sup>th</sup> CPC)	<b>01</b>	<b>Deputation from Group 'A' Engineering Services of Government of India failing which Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

1. Graduate in Civil/Electrical Engineering from a recognized Institute/University, possessing good working knowledge of Electrical/Civil Engineering.
2. Experience of at least 15 years in construction of R.C.C. buildings, cost estimation, Project Management and associated works.

**Desirable:**

1. Experience in planning, architecture, urban designing, management, supervision/construction of multi-storied buildings, lecture theatres, laboratories, auditorium, residential quarters, roads, water supply, sanitary installation, electrical installations, air conditioning plants etc.
2. Additional Post-Graduate qualification and/or Membership in professional bodies.
3. Well conversant with contract law and C.P.W.D/P.W.D. accounting procedure.

**Deputation:**

Officer holding analogous post or 15 years experience in Group 'A' Engineering Services of Government of India in a Government Organization out of which 03 years should be in the pay scale of Level 13 or 08 years in Level 12 or equivalent.

**Contract:**

As per essential qualification for non-retired persons.

In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 14 carrying the same job profile, preceding to their retirement.

**OR**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with 15 years experience in Group 'A' Engineering Services of Government of India in a Government Organization out of which 03 years should be in Pay Level 13 or 08 years in Level 12 or equivalent and at least 15 years experience in construction of R.C.C. buildings, cost estimation, Project Management and associated works.

**Age Limit:**

**Deputation:** Not exceeding 56 years.

**Contract:** As per University Rules.



### Job Profile:

- analysis

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Nomenclature of post	No. of post	Mode of Recruitment
<b>SPORTS OFFICER - SECTION OFFICER</b> Pay Level 8 (as per 7 <sup>th</sup> CPC)	<b>02</b>	<b>Deputation / Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

Bachelor Degree or its equivalent in Physical Education from a recognized University.

**OR**

Diploma in Physical Education from a recognized University/Institution.

**OR**

Outstanding Sports Persons who has won Medal in Olympics / Asian Game / South Asian Federation Games.

**Deputation:**

Officer holding analogous post or 03 years experience in Pay Level 07 or five years experience in Pay Level 06 in any government organization / PSUs / Autonomous Bodies / Universities, etc.

**Contract:**

Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings /Government Educational or Research Institution holding analogous post in Pay Level 08, preceding to their retirement.

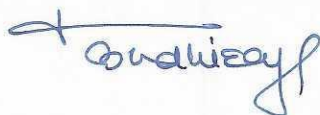
**Age limit:**

**Deputation:** The maximum age limit on deputation shall not exceed 56 year.

**Contract:** As per University Rules.

**Job Profile:**

1. To prepare rules for conduct of sport event for which he/ she will be responsible.
2. To conduct the practice of matches and mark the attendance of the students attending the practice and maintain records of practice matches held.
3. Organize matches with other college teams.
4. Selection of the best players for grant of sport scholarship.
5. Conduct of Sport classes.
6. To conduct the International /Inter University Games.
7. To participate in inter University Games State and National level Tournaments.
8. To organize Annual Sports meet.
9. Annual Stock taking of all sports items and activities, check venues & manage sports facilities.





**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
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10. To raise public awareness of health & fitness issues & promote participation in sport, particularly among underrepresented groups.
11. To prepare sports policy for University & maintain links with country, regional & national reporting representative organizations.
12. Educate and train the coaches, volunteer & facilities staff in specific aspects surrounding the needs of disable participants. Seeking input from experts in disability.
13. Any other work assigned by the university.

A handwritten signature in blue ink, appearing to read "Sudhakar", is written below the list of responsibilities.

**RECRUITMENT RULES OF NEWLY CREATED POST APPROVED IN 81<sup>ST</sup> MEETING OF BOM**  
**HELD ON 30.11.2023 VIDE AGENDA ITEM NO.BM 81.04**

Nomenclature of post	No. of post	Mode of Recruitment
<b>VETERINARY OFFICER</b> Pay Level 7 (as per 7 <sup>th</sup> CPC)	<b>01</b>	<b>Contract</b>

**RECRUITMENT RULES**

**Essential Qualification:**

**Contract:**

- a. Master of Veterinary Science (M.V. Sc.) with 55% marks or an equivalent grade in the 7 point scale with letter grades O.A.B.C.D.E from a recognized Indian University of an equivalent degree of a foreign University.
- b. With five years experience as Veterinary Officer in any Government department/ Autonomous Bodies / PSU's, University/ Colleges, etc.

**Desirable:**

Specialization in the functioning of Animal House.

**Age Limit:** Below 56 year.

**Job Profile:**

1. To ensure the general control, diagnose & treat acute chronic diseases, provide targeted vaccines, treat parasitic infection & infestation.
2. To perform minor surgeries like dressing wounds, mending broken bones etc. and operations of preventive medicine programmes.
3. Management of laboratories animals production and maintaining colonies & maintenance of quarantine. Facilities.
4. To support research including experimental design, animal models, research participation & post procedural monitoring.
5. Training of research and technical personnel and development of University & regulatory policy. Codes of practice, regulations. Codes of practice, regulations and monitoring.
6. To promote animal welfare & regulatory compliances including review of proposal to use animals for scientific purpose.
7. To minimize pain & distress & monitoring of the housing, care and use of animals used for scientific purpose.
8. To administer animal ethics committee & investigate the complaints and grievances associated with use of animals for scientific purpose and advices the researchers accordingly

