

Sl. No.	Name of the Post	Qualification & Experience	Max. Age as on last date of submission of Application Form
1.	Deputy Registrar	<ol style="list-style-type: none">1. At least 55% marks in Post Graduate Degree and2. At least 5 years administrative experience in a position involving supervision, control and planning or at least 5 years experience of teaching / research at the University / College level with some knowledge and experience of education, research, planning and administration.3. Working knowledge of computer application.	50 years
2.	Assistant Registrar	<ol style="list-style-type: none">1. At least 55% marks in Post Graduate Degree and2. 3 years experience of administration in a position (Section Officer or equivalent level) involving supervision, control and planning or 3 years experience of teaching / research in a college or University or an Institute of higher learning or 3 years experience in management of a project of academic significance sanctioned by a University, UGC or the Central or State Government.3. Working knowledge of computer application.	45 years
3.	Private Secretary	<p>A graduate of recognised University should have :-</p> <ol style="list-style-type: none">1. Sound knowledge of working of University & its institution.2. Possess pleasing manners and personality.3. Command over spoken English and Hindi.4. Knowledge of English and Hindi Steno-typing.5. 3 years experience as P.A. or 5 years experience as Steno in any State Govt. / Central Govt./ University / Deemed University / P.S.U / Autonomous bodies / Organization of repute.6. Working knowledge of computer application.	45 years