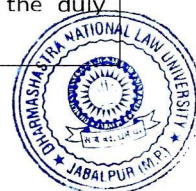


SCHEDULE 'F'

(as approved in XVIII Executive Council)

Post 1: Registrar

S.No	Particular	Details
1	Name of the Post	Registrar
2	No. of Posts	1
3	Classification	Group A (Senior Level)
4	Scale of Pay	37400-67000+10000 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Non-Selection / Selection
6	Composition of Selection Committee	In case of Selection, the Selection Committee shall be as per UGC Regulations
7	Age for Direct Recruitment / Max Age	As per the norms of the State Government
8	Educational & Other Qualifications	(1) A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed; (2) At least fifteen (15) years of experience as Assistant Professor in the Teaching Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration; Or Comparable experience in research establishment and/or other institutions of higher education; Or Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar
9	Method of Recruitment	In case of non-Selection, as per Section 34 of the MPDNLU Act, 2018; Or by Deputation.
10	Deputation / Transfer - grade	(1) From amongst the Professors, Associate Professors, cadre of the State Administrative Service, State University Services or from the Madhya Pradesh Higher Judicial Services (2) A person working on deputation as Registrar the terms and conditions of his/her services pertaining to pay, allowances, service benefits, etc., shall be according to the service rules as provided by the parent department
11	Period of Probation	Not Applicable
12	Term of Appointment	<i>In case of Selection: 5 years.</i> <i>In case of Non-Selection: As per the directions of the Chancellor.</i>
13	Age of Superannuation & Other Conditions	As per norms of Parent Department. Provided if the Registrar is a Teacher the age of superannuation shall be 65 years or as may be revised by MHRD or UGC from time to time
14	Appointing Authority	Executive Council after obtaining the approval of the Chancellor, and in case of selection based on the recommendation of the duly constituted Selection Committee



Post 2: Assistant Registrar

S.No	Particular	Details
1	Name of the Post	Assistant Registrar
2	No. of Posts	1
3	Classification	Group B
4	Scale of Pay	15600-39100+5400 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Non-Selection / Selection
6	Composition of Selection Committee	In case of selection – (i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of the State Government
8	Educational & Other Qualifications	Master's degree in any discipline with at least 55% marks or its equivalent Grade in a Point Scale wherever grade system is followed; Or Employees serving as Assistant Grade I / Section Officer (Section Officer – 7 years and Assistant Section Officer – 10 years).
9	Method of Recruitment	Direct recruitment; Or By deputation; Or By Promotion from AG- I or equivalent grade pay.
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	<i>In case of Selection: Not Applicable.</i> <i>In case of Non-Selection: As per the directions of the Chancellor.</i>
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council after obtaining the approval of the Chancellor, and in case of selection based on the recommendation of the duly constituted Selection Committee.



Post 3: Controller of Examination

S.No	Particular	Details
1	Name of the Post	Controller of Examination
2	No. of Posts	1
3	Classification	Group A
4	Scale of Pay	15600-39100+5400 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Non-Selection / Selection
6	Composition of Selection Committee	In case of Selection, the Selection Committee shall be as per UGC Regulations
7	Age for Direct Recruitment / Max Age	As per the norms of the State Government
8	Educational & Other Qualifications	(1) A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed; (2) At least fifteen (15) years of experience as Assistant Professor in the Teaching Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration; Or Comparable experience in research establishment and/or other institutions of higher education; Or Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar
9	Method of Recruitment	Direct recruitment; Or By deputation
10	Deputation / Transfer - grade	As per norms of Parent Department
11	Period of Probation	Not Applicable
12	Term of Appointment	<i>In case of Selection: 5 years.</i> <i>In case of Non-Selection: As per the directions of the Chancellor.</i>
13	Age of Superannuation & Other Conditions	As per norms of the State Government
14	Appointing Authority	Executive Council after obtaining the approval of the Chancellor, and in case of selection based on the recommendation of the duly constituted Selection Committee.



Post 4: Director Sports

S.No	Particular	Details
1	Name of the Post	Director Sports
2	No. of Posts	1
3	Classification	Group A
4	Scale of Pay	37400-67000+10000 GP
5	Whether Selection / Non-selection Post	Selection
6	Composition of Selection Committee	As per UGC Regulations
7	Age for Direct Recruitment / Max Age	As per norms of the State Government
8	Educational & Other Qualifications	According to the UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in the University and Colleges and majors for maintenance of standards in Higher Education, 2018, on the basis of merit through an All-India Advertisement, as prescribed for University Director of Physical Education and Sports.
9	Method of Recruitment	Direct recruitment; Or By deputation
10	Deputation / Transfer - grade	As per norms of the State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of the State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 5: Deputy Registrar (Finance)

S.No	Particular	Details
1	Name of the Post	Deputy Registrar (Finance)
2	No. of Posts	1
3	Classification	Group A
4	Scale of Pay	15600-39100+7600 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Non-Selection / Selection
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Master's degree in Commerce / Finance / Financial Management with at least 55% marks or its equivalent Grade in a point scale wherever grading system is followed. (2) Experience: (i) 9 years' experience as Assistant Professor in Academic Level 10 and above with experience in Financial Administration; Or (ii) Comparable experience in Accountancy & Finance in a research establishment and/or other institutions of higher education; Or (iii) 5 years of administrative experience in the pay scale of Assistant Controller of Finance. <i>Desirable: A Chartered or Cost Accountant degree or diploma.</i>
9	Method of Recruitment	Direct recruitment; Or By deputation
10	Deputation / Transfer - grade	As per norms of the State Government
11	Period of Probation	As per the MPDNLU Act, Statutes and Regulations
12	Term of Appointment	<i>In case of Selection: Not Applicable.</i> <i>In case of Non-Selection: As per the directions of the Chancellor.</i>
13	Age of Superannuation & Other Conditions	As per norms of the State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 6: Finance Controller

S.No	Particular	Details
1	Name of the Post	Finance Controller
2	No. of Posts	1
3	Classification	Group A
4	Scale of Pay	15600-39100+7600 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Non-Selection / Selection
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	1) A Master's Degree in Commerce/Finance/Financial Management with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed; 2) At least fifteen (15) years of experience as Assistant Professor in the Teaching Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration; Or Comparable experience in research establishment and/or other institutions of higher education; Or Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar <i>Desirable-</i> A Chartered or Cost Accountant degree or diploma.
9	Method of Recruitment	Direct recruitment; Or By deputation
10	Deputation / Transfer - grade	As per norms of the State Government
11	Period of Probation	As per the MPDNLU Act, Statutes and Regulations
12	Term of Appointment	<i>In case of Selection:</i> Not Applicable. <i>In case of Non-Selection:</i> As per the directions of the Chancellor.
13	Age of Superannuation & Other Conditions	As per norms of the State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 7: Assistant Controller of Finance

S.No	Particular	Details
1	Name of the Post	Assistant Controller of Finance
2	No. of Posts	1
3	Classification	Group B
4	Scale of Pay	15600-39100+5400 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Non-Selection / Selection
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of the State Government
8	Educational & Other Qualifications	(1) Master's degree in Finance discipline with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognised University / Institute. (2) <i>Experience:</i> 10 Years of experience in Accountancy & Finance. <i>Desirable:</i> A Chartered or Cost Accountant.
9	Method of Recruitment	Direct recruitment; Or By deputation
10	Deputation / Transfer - grade	As per norms of the State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations (in case of Selection Post)
12	Term of Appointment	<i>In case of Selection:</i> Not Applicable. <i>In case of Non-Selection:</i> As per the directions of the Chancellor.
13	Age of Superannuation & Other Conditions	As per norms of the State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 8: Residential Male Doctor

S.No	Particular	Details
1	Name of the Post	Residential Male Doctor
2	No. of Posts	1
3	Classification	Group B
4	Scale of Pay	15600-39100+5400 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of the State Government
8	Educational & Other Qualifications	MBBS Degree from any recognised University with three years post qualification experience as prescribed in schedule of Indian Medical Practice; Or MBBS and MD Degree from any recognised University with one year post qualification experience as prescribed in schedule of Indian Medical Practice.
9	Method of Recruitment	Direct recruitment; Or By Deputation
10	Deputation / Transfer - grade	As per norms of State Government.
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 9: Residential Female Doctor

S.No	Particular	Details
1	Name of the Post	Residential Female Doctor
2	No. of Posts	1
3	Classification	Group B
4	Scale of Pay	15600-39100+5400 GP (in case of Selection Post); Or As per the norms as fixed in parent department or the University (in case of Non-Selection Post)
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of the State Government
8	Educational & Other Qualifications	MBBS Degree from any recognised University with three years post qualification experience as prescribed in schedule of Indian Medical Practice; Or MBBS and MD Degree from any recognised University with one year post qualification experience as prescribed in schedule of Indian Medical Practice.
9	Method of Recruitment	Direct recruitment; Or By Deputation
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 10: Placement- cum-Public Relation Officer

S.No	Particular	Details
1	Name of the Post	Placement- cum-Public Relation Officer
2	No. of Posts	1
3	Classification	Group B
4	Scale of Pay	15600-39100+5400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of the State Government
8	Educational & Other Qualifications	(1) MBA/PGDM in Human Resources from reputed University/Institute; Or Master degree in any discipline of Law/ Science/ Commerce/ Arts from reputed University/ Institute; (2) Experience of working as Training and Placement Officer for at least 03 years in any reputed University/ Institute. <i>Desired Qualification</i> (1) Excellent communication skills, PR, liaison and relationship building. (2) Ability to develop sound, credible and reciprocal relations with industry. (3) Ability to work with students who are from diversified social and economic backgrounds.
9	Method of Recruitment	Direct recruitment; Or By Deputation
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 11: Estate Officer

S.No	Particular	Details
1	Name of the Post	Estate Officer
2	No. of Posts	1
3	Classification	Group B
4	Scale of Pay	15600-39100+5400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of the State Government
8	Educational & Other Qualifications	Bachelor's degree in Civil Engineering with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognised University / Institute with at least 3 years' experience as Junior Engineer; Or Diploma in Civil Engineering with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognised University / Institute with at least 10 years' experience as Junior Engineer.
9	Method of Recruitment	Direct recruitment; Or By Deputation
10	Deputation / Transfer - grade	As per norms of State Government.
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government.
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 12: System Administrator

S.No	Particular	Details
1	Name of the Post	System Administrator
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	9300-34800+4200 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Master's Degree in Computer Application or M.E/M.Tech. (with specialization in Computer Application); Or Bachelor of Engineering (B.E.)/Bachelor of Technology (B.Tech.) in Computer Science/IT. (2) Work experience of at least 3 years with a Company or domain having turnover of not less than 100 crores or in any University recognised by the University Grants Commission.
9	Method of Recruitment	Direct recruitment; Or By Deputation
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 13: Office Superintendent

S.No	Particular	Details
1	Name of the Post	Office Superintendent
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	9300-34800+4200 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Any Bachelor's degree from a recognised University or Institute. (2) Proficiency in Computer Word processing and spreadsheet with advanced skills. (3) Experience- 7 years of experience as Assistant Grade – II or equivalent or above. <i>Desirable:</i> Master's Degree from a recognised University.
9	Method of Recruitment	Direct recruitment; Or By Promotion from AG-II or equivalent and above, and having minimum experience as prescribed in qualification with good Academic record.
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 14: Personal Assistant/ Stenographer

S.No	Particular	Details
1	Name of the Post	Personal Assistant/ Stenographer
2	No. of Posts	2
3	Classification	Group C
4	Scale of Pay	9300-34800+4200 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Master's degree from a recognised University or Institute; (2) A speed of 80 words per minute in short hand in Stenography (English / Hindi); (3) A speed of 40 words per minute in typewriting on Computers (English / Hindi) <i>Desirable:</i> Proficiency in Computer Word processing and spreadsheet with advance skills. <i>Experience:</i> 2 years of experience in same nature of work.
9	Method of Recruitment	By Direct recruitment
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 16: Assistant Grade - II

S.No	Particular	Details
1	Name of the Post	Assistant Grade - II
2	No. of Posts	8
3	Classification	Group C
4	Scale of Pay	9300-34800+4200 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Bachelor's degree in Science/ Arts/ Commerce from a recognised University or Institute. A speed of 25 words per minute in typewriting on Computers in bilingual language (English and Hindi) (2) Experience- 4 years of experience as Assistant Grade - III.
9	Method of Recruitment	Direct recruitment; Or By Promotion from AG-III or equivalent and above, and having minimum experience as prescribed in qualification with good Academic record to the extent of 50% of total post (not to be carried forward) subject to suitability
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 17: Accountant

S.No	Particular	Details
1	Name of the Post	Accountant
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	9300-34800+3600 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Bachelor's degree from a recognised University or Institute. (2) <i>Experience</i> - 2 years of experience in accountancy & Finance. <i>Desirable:</i> Master's Degree from a recognised University.
9	Method of Recruitment	By Direct recruitment; Or By promotion from Assistant Grade - III subject to essential qualification
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 18: Assistant Grade - III

S.No	Particular	Details
1	Name of the Post	Assistant Grade - III
2	No. of Posts	10
3	Classification	Group C
4	Scale of Pay	5200- 20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Any Bachelor's degree from a recognised University or Institute; (2) A speed of 25 words per minute in typewriting on Computers in bilingual language (English and Hindi) (3) <i>Experience-</i> 1 year of experience as Office Assistant in administration.
9	Method of Recruitment	By Direct Recruitment; Or By promotion from amongst Class IV employees to the extent of 25% (not to be carried forward) subject to suitability.
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 19: Hardware Technician

S.No	Particular	Details
1	Name of the Post	Hardware Technician
2	No. of Posts	2
3	Classification	Group C
4	Scale of Pay	5200- 20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Degree of BCA / B.Sc. (Computer Science / Electronics) from Recognized University or Diploma in Computer Science / Electronics from Recognized Polytechnic College or institution; (2) Minimum 3 years' experience of Hardware Maintenance
9	Method of Recruitment	By Direct Recruitment; Or By Promotion from Class IV having minimum experience as prescribed in qualification with good academic record subject to suitability
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 20: Data Entry Operator

S.No	Particular	Details
1	Name of the Post	Data Entry Operator
2	No. of Posts	10
3	Classification	Contractual
4	Scale of Pay	Rs. 20,000/- (Fixed)
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Bachelor's degree in Science/ Arts/ Commerce from a recognised University or Institute; (2) 1 year Computer diploma course or equivalent; (3) Should possess a speed of not less than 8000 (Eight Thousand) key depression per hour for Data Entry work; (4) Proficiency in Computer Word processing and spreadsheet with advance skills. (5) <i>Experience-</i> 2 years of experience in the field of Data processing in a recognised University/Institute. <i>Desirable:</i> Master's Degree from a recognised University.
9	Method of Recruitment	Contractual
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Vice Chancellor with the approval of the Executive Council



Post 21: Boys Hostel Supervisor (Male)

S.No	Particular	Details
1	Name of the Post	Boys Hostel Supervisor (Male)
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	5200- 20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Bachelor's degree from a recognised University or Institute. (2) <i>Experience</i> - 1 year of experience in Administration especially in hostel management.
9	Method of Recruitment	By Direct Recruitment; Or By Promotion from Class IV having minimum experience as prescribed in qualification with good academic record subject to suitability
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations.
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 22: Girls Hostel Supervisor (Female)

S.No	Particular	Details
1	Name of the Post	Girls Hostel Supervisor (Female)
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	5200- 20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Bachelor's degree from a recognised University or Institute. (2) <i>Experience</i> - 1 year of experience in Administration especially in hostel management.
9	Method of Recruitment	By Direct Recruitment; Or By Promotion from Class IV having minimum experience as prescribed in qualification with good academic record subject to suitability
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 23: Sub Engineer (Civil)

S.No	Particular	Details
1	Name of the Post	Sub Engineer (Civil)
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	5200-20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Bachelor's degree in Civil Engineering with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognised University / Institute; (2) At least 1 years' experience in the field of civil construction and maintenance of structures especially buildings. Or (1) Diploma in Civil Engineering or equivalent with at least 60% marks from a recognised University or Institute; (2) At least 5 years' experience in the field of civil construction and maintenance of structures especially buildings.
9	Method of Recruitment	By Direct Recruitment; Or By Promotion from Class IV having minimum experience as prescribed in qualification with good academic record subject to suitability
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 24: Sub Engineer (Electrical)

S.No	Particular	Details
1	Name of the Post	Sub Engineer (Electrical)
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	5200-20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Matriculation; (2) Certification course from ITI; (3) At least 5 years' experience in electrical works especially in a recognized University/ Institute.
9	Method of Recruitment	By Direct Recruitment; Or By Promotion from Class IV having minimum experience as prescribed in qualification with good academic record subject to suitability
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 25: Sports Assistant- cum-Gym Instructor (M)

S.No	Particular	Details
1	Name of the Post	Sports Assistant-cum-Gym Instructor (M)
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	5200- 20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	Bachelor's degree in Physical Education (B.P.Ed.) or equivalent with at least 60% marks from a recognised University or Institute and should have represented University/ Institute at State/ National level; and Should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.
9	Method of Recruitment	By Direct Recruitment
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 26: Sports Assistant- cum-Gym Instructor (F)

S.No	Particular	Details
1	Name of the Post	Sports Assistant- cum-Gym Instructor (F)
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	5200- 20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	Bachelor's degree in Physical Education (B.P.Ed.) or equivalent with at least 60% marks from a recognised University or Institute and should have represented University/ Institute at State/ National level; and Should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton etc.
9	Method of Recruitment	By Direct Recruitment
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor



Post 27: Outsourcing Supervisor

S.No	Particular	Details
1	Name of the Post	Outsourcing Supervisor
2	No. of Posts	1
3	Classification	Group C
4	Scale of Pay	5200- 20200+2400 GP
5	Whether Selection / Non-selection Post	Selection Post
6	Composition of Selection Committee	(i) One Expert from outside, nominated by the Chancellor; (ii) Nominee of the Executive Council; (iii) Vice-Chancellor (or his/her Nominee). <i>The Chairperson of the Selection Committee will be named by the Chancellor.</i>
7	Age for Direct Recruitment / Max Age	As per norms of State Government
8	Educational & Other Qualifications	(1) Graduate from the Recognized University and have passed Typewriting Examination in English and Hindi from any recognised Board of Shorthand and Typewriting Examination and possess knowledge of Computer Applications; (2) Having diploma in House Keeping <i>Desirable:</i> Must be capable to supervise the work of Class IV Employees and to manage the work of Guest House.
9	Method of Recruitment	By Direct Recruitment
10	Deputation / Transfer - grade	As per norms of State Government
11	Period of Probation	As per MPDNLU Act, Statutes and Regulations
12	Term of Appointment	As per MPDNLU Act, Statutes and Regulations
13	Age of Superannuation & Other Conditions	As per norms of State Government
14	Appointing Authority	Executive Council on the recommendation of Selection Committee with the approval of Chancellor

