

GOVERNMENT ENGINEERING COLLEGE, BHARATPUR
RECRUITMENT OF NON-TEACHING POSITIONS

POST-CUM-PERSONNEL REQUIREMENT ROSTER TABLE

S. No.	Name of Post	Scale (As per VI Pay)	No. of Posts as per Roster						Sub-total Post
			EBC	SC	ST	OBC	UR	P.H.	
1.	Dy. Registrar	15600-39100+6000	--	--	--	--	01	--	01
2.	Assistant Librarian	15600-39100+5400	--	--	--	--	01	--	01
3.	Assistant Registrar	15600-39100+5400	--	--	--	--	01	--	01
4.	Accountant	9300 -34800 + 4200	--	--	--	--	01	--	01
5.	P.A to Principal	9300 -34800 + 4200	--	--	--	--	01	--	01
6.	Jr. Accountant	9300 -34800 + 3600	--	--	--	--	01	--	01
7.	Computer Operator	9300 -34800 + 3600	--	--	--	--	01	--	01
8.	Jr. Engineer (civil)	9300 -34800 + 3600	--	--	--	--	01	--	01
9.	Office Assistant	9300 -34800 + 3600	--	--	--	--	01	--	01
10.	Technical Assistant (Civil)	5200 -20200 + 2400	--	--	--	--	01	--	01
11.	Technical Assistant (Electrical)	5200 -20200 + 2400	--	--	--	--	01	--	01
12.	Lab Technician (CSE)	5200 -20200 + 2000	--	--	--	--	01	--	01
13.	Lab Technician (Mechanical)	5200 -20200 + 2000	--	--	--	--	01	--	01
14.	Lab Technician (ECE)	5200 -20200 + 2000	--	--	--	--	01	--	01
15.	Driver	5200 -20200 + 1900	--	--	--	--	02	--	02
Total			00	00	00	00	16	00	16

QUALIFICATION & EXPERIENCE FOR NON-TEACHING POSITIONS

1. Dy. Registrar (15600 - 39100 + 6000)

- (i) At least a Second class (Minimum 50%) postgraduate degree in any discipline and
- (ii) At least three years administrative experience as Assistant Registrar or equivalent / At least 6 years working experience as Office Assistant or equivalent in a college / institute involving supervision, control and planning.
- (iii) Knowledge of Computer Application.

Desirable

LLB Degree or Degree in Management from recognized university.

Note: Working experience of only Govt. / Govt. Autonomous Institute/College shall be counted.

2. Assistant Librarian(15600 - 39100 + 5400)

- (i) Master's Degree in Library Science/Information Science / Documentation or an equivalent professional degree.
- (ii) At least three years working experience in Library of a college/institute.
- (iii) Knowledge of Computer Application.

Note: Working experience of only Govt. /Govt. Autonomous Institute / College shall be counted.

3. Assistant Registrar (15600 - 39100 + 5400)

- (i) Graduate in any discipline from recognized university.
- (ii) One year working experience of equivalent post or three years working experience as Office Assistant or equivalent in a college/institute.
- (iii) Knowledge of computer application.

Desirable

LLB Degree or Degree in Management from recognized university.

Note: Working experience of only Govt. /Govt. Autonomous Institute/College shall be counted.

4. Accountant (9300 -34800 + 4200)

- (i) Graduate in Arts/Science/commerce from recognized university.
- (ii) Three years working experience as a Jr. Accountant or equivalent.
- (iii) Knowledge of computer application and Accounting software(s).

Note: Working experience of only Govt. /Govt. Autonomous Institute/College shall be counted.

5. P.A. to Principal(9300 -34800 + 4200)

- i- Graduate in any discipline.
- ii- Typing speed of 40 wpm (English) and 30 wpm (Hindi) on Computer.
- iii- Proficiency in Stenography.
- iv- Knowledge of computer application.
- v- Three years of working experience as Stenographer or five years working experience as LDC.
- vi- Preference will be given to those qualified in the Stenographers examination held by aState/Central Board or its equivalent examination.

Note: Working experience of only Govt. /Govt. Autonomous Institute / College shall be counted.

6. Jr. Accountant(9300 -34800 + 3600)

- (i) Graduate in Arts / Science / Commerce from recognized university.
- (ii) Two years working experience of accounts.
- (iii) Knowledge of Computer Application and Accounting Software(s)

Note: Working experience of only Govt. /Govt. Autonomous Institute / College shall be counted.

7. Computer Operator (9300 -34800 + 3600)

- (i) Graduate with computer science or electronics of a university established by law in India.
OR
3 years diploma in computer application from a institution recognized by the Govt.
OR
Graduate of a university established by law in India with diploma in Computer
OR
Graduate of a university established by law in India with 'A' level certificate course conducted by the DOEACC under the control of department of Electronics, Government of India.
- (ii) 2 years working experience of computer operations.
- (iii) Typing Speed of 40 wpm (English) and 30 wpm (Hindi) on Computer.

Note: Working experience of only Govt. / Govt. Autonomous Institute / College shall be counted.

8. Jr. Engineer (9300 -34800 + 3600) (Civil)

- (i) Bachelor Degree in Civil Engineering (CE) with one year field experience as J.E. or equivalent.
OR
Diploma in CE with three years field experience as J.E. or equivalent.
- (ii) Knowledge of Computer Application.

Note: Working experience of only Govt. / Govt. Autonomous Institute / College shall be counted.

9. Office Assistant (9300 -34800 + 3600)

- i- A Bachelor's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale or Post graduate in any field.
- ii- One year working experience on equivalent post or 5 years working experience as clerk in a college / institute.
- iii- Knowledge of Computer Application.
- iv- Typing speed of 30 wpm (English) and 25 wpm (Hindi) on Computer.

Note: Working experience of only Govt. / Govt. Autonomous Institute / College shall be counted.

10. Technical Assistant (5200 -20200 + 2400) (Civil/Electrical)

- (i) Diploma in relevant field from a recognized institution.
- (ii) Knowledge of Computer Application.
- (iii) Two years experience as Laboratory Technician with familiarity in handling sophisticated equipment in a college / institute.

Note: Working experience of only Govt. /Govt. Autonomous Institute/College shall be counted.

11. Lab. Technician (5200 -20200 + 2000) (CSE/Mechanical/ECE)

- (i) 10th or equivalent examination of recognized board/university.
- (ii) Knowledge of Computer Application.
- (iii) ITI or equivalent in relevant field with two years working experience or Diploma in relevant field.

Note: Working experience of only Govt. /Govt. Autonomous Institute/College shall be counted.

12. Driver (5200 -20200 + 1900)

- (i) Educated upto 8th Class with heavy or light Duty Driving License.
- (ii) Ten years working experience as a Driver and must also possess the following:-
 - Should be medically fit for vehicle driving.
 - Sight 6 X 6 with or without glasses.
 - Knowledge of roadside repairs & efficiency in driving to be examined through a Trade Test by the Appointing Authority.