

MINIMUM QUALIFICATIONS AND EXPERIENCE

ANNEXURE - A

PC -201 Director (Physical Education & Sports)

Method of Induction : *Direct Recruitment*

*Education Qualification
& Other Requirements* :

- *A Ph.D. in Physical Education.*
- *Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (Selection Grade)*
- *Participation in at least two national/international seminars/conferences.*
- *Consistently good appraisal reports.*
- *Evidence of organizing competition and conducting coaching camps of at least two weeks duration.*
- *Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.,*

PC - 202 Dean (College Development Council)

Method of induction : *Tenure appointment initially for period of 3 years extendable up to 6 years including re-appointment subject to the age limit of 65years*

*Educational Qualification
& Other Requirements* : *An eminent scholar or educational Administrator with published work of high order. About 10 years of experience in teaching and/or research with a PhD Degree.*

Desirable : *Administrative experience in Professor's cadre in University System with a good track record*

PC - 203 DEPUTY REGISTRAR

Method of Induction : *Deputation/Absorption failing which by Direct Recruitment.*

Age Limit : *Maximum 50 years for Direct Recruitment (Relaxable for SC/ST/OBC & PH) Maximum 55 years for Deputation*

Minimum Eligibility Criteria : **Deputation/Absorption:**
Officers with atleast 5 years of Regular service in the scale of Assistant Registrar/Equivalent in any recognized University/Autonomous Body/Govt. Department or Organization/Public Sector Undertaking
And
Possessing the qualifications prescribed for Direct Recruitment.

Direct:

i) A Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale.

(And)

ii) Nine years of experience as Lecturer /Assistant Professor with AGP of Rs. 6000 and above with experience in Educational Administration.

(or)

Comparable experience in Research Establishment and / or other Institutions of Higher Education.

(or)

Five years of Administrative experience as Assistant Registrar or in an equivalent post

PC - 204 DEPUTY DIRECTOR (DISTANCE EDUCATION)

Method of induction : *Deputation with protection of salary failing which by contract.*

Age Limit : *Maximum 50 years*

Educational Qualification: **Essential**
& Other requirements 1) *PhD*
2) *A Master's Degree with at least 55% of Marks or its equivalent grade of B in the UGC seven point scale.*
3) *Eight years of experience as Assistant Professor/Lecturer in an University/College or Eight years of experience as Assistant Registrar or in an equivalent post in an Institution of Higher Education.*

Desirable : *Experience in Distance Education*

PC - 205 Placement Officer

Method of Induction : *Direct Recruitment (Initially on Contract basis)*

Age Limit : *Maximum 45 years
(Relaxable for SC/ST/OBC & PH)*

*Educational Qualifications:
& Other requirements* : *i) M.B.A/M.E or M.Tech/other equivalent with at least 55% of marks or its equivalent grade of B in the UGC seven point scale
ii) A total of eight years of experience at the Lecturer level out of which a minimum of one year in placement related activities*

Desirable : *Ph.D
Candidate should be dynamic with excellent Communication Skills, Public Relations, knowledge of Hindi & Tamil.*

PC - 206 Public Relations Officer

Method of induction : *Deputation/Absorption failing which by Direct Recruitment.*

Age Limit : *Not applicable*

*Educational Qualification
& other requirements* : **Direct:**
A Master's Degree with at least 55% of Marks or its equivalent grade of B in the UGC seven point scale and a Degree/Diploma in Public Relations/Journalism/Media relations or equivalent relevant qualification.

5 years of experience as an Officer in Public Relations in Educational Institutions/ Government Departments/Public Sector Undertakings/ Autonomous Bodies/Reputed private firms.

Deputation / Absorption:

Officers with at least 5 years of regular service in the field of public relation as Asst.Registrar /Equivalent in any recognized University /Autonomous Body/Govt. Department or Organization/Public Sector undertaking.

(And)

Possessing the qualifications as prescribed for Direct Recruitment

Desirable : *Knowledge of Tamil & Hindi. Excellent communication skills in English Language, News drafting, reporting, liaison with faculty and a team player.*

PC - 207 Hindi Officer

Method of Induction : *Direct Recruitment*

Age Limit : *Maximum 40 years
(Relaxable for SC/ST/OBC & PH as per norms)
Exemption for 5 years to the employees of Central
Government / State Government / Universities and
Autonomous Organization*

Minimum Eligibility Criteria : **Essential**
: *i)PG or equal Degree in Hindi from any
recognized University with minimum 55%
marks with English as a subject at degree level
ii)Five years experience in Translation,
English to Hindi and Hindi to English in
which technical or scientific literature will be
given importance or five years experience in
Hindi Education Research Writing or
Journalism*
Desirable
: *i) Knowledge of Sanskrit or any other Indian
Language*

PC- 208 Assistant Horticulturist

Method of Induction : *Deputation / Absorption / Direct Recruitment*

Age Limit : *Not applicable*

*Educational Qualification
& Other Requirements:*

*Officers holding equivalent post or with at least 5 years
of regular service in the scale of Horticultural Assistant/
Equivalent (Rs. 6500-200-10500) (Pre-revised) in any
recognized University / Autonomous Body / Govt.
Department or Organization / Public Sector
undertaking.*

(and)

*Possessing the qualification of M.Sc in
Horticulture / Agriculture with at least 55% marks or
its equivalent Grade of B, in the UGC seven point scale*

For contract : *Ex-servicemen with relevant qualifications and experience*

PC- 209 Section Officer

Method of Induction : *Deputation/Absorption failing which by
(Direct Recruitment)*

Age Limit : *Maximum 45 years – for Direct Recruitment
(Relaxable for SC/ST/OBC & PH)
Max 55 years for Deputation*

Minimum Eligibility Criteria : **Direct Recruitment**
*i) A Master's Degree with at least 55% of marks or its
equivalent grade of B in the UGC seven point scale.*

(or)

A Bachelor Degree with CA (Chartered Accountant)

(or)

A Bachelor Degree in Law

*ii) 5 years experience in office work in an educational
Institutions/Government office at the next below level.*

Deputation/Absorption

*Individuals with six years regular service in the scale
of Rs. 5000-8000 (pre-revised) in any recognized
University/ Autonomous body/Central/State
Government Department/Organization and
possessing the qualifications prescribed in (i) as above
under direct recruitment*

PC- 210 Hindi Translator

Method of Induction : *Direct Recruitment*

Age Limit : *Maximum 30 years
(Relaxable for SC/ST/OBC & PH)
Exemption for 5 years to the employees of Central
Government/State Government/Universities and
Autonomous Organization*

Minimum Eligibility Criteria : **Essential**
*i) PG Degree in English/Hindi from any
recognized University and Hindi/English at
degree level as a major subject or optional
subject or taken as medium of language
ii) Diploma/Certificate course for Hindi to
English Translation or English to Hindi
Translation or Two years experience in
Translation work, Hindi to English or English
to Hindi in Central Government/State
Government or Autonomous Organizations.*

Desirable

*i) Knowledge of Sanskrit or any other Indian
Language*

PC- 211 Manager (Guest house)

Method of induction : *Direct Recruitment/Contract*

Age Limit : *Maximum 40 years
(Relaxable for SC/ST/OBC & PH)*

*Educational Qualification
& Other requirements*

:A Bachelor Degree in Hotel Management or Hospitality Administration from recognized University with at least 4 years experience in a supervisory capacity in catering, accommodation operation, and /or food and beverage management in a reputed Hotel/Guest House in commercial or educational establishment.

(Or)

A Diploma in Hotel Management or catering technology from institution recognized by the government with at least 6 years in a supervisory capacity in catering , accommodation operations and/or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.

**PC- 212 Senior Technical Assistant (Science)
For Department of Ecology & Environmental Sciences**

Method of induction : *Direct Recruitment*

Age limit : *30 years
(Relaxable for SC/ST/OBC & PH)*

Educational Qualification : *PG Degree in Environmental Sciences/Ecology/Any other equivalent qualification in Ecology subjects with 55% of marks or equivalent grade*

Or

UG Degree in Biological Sciences with 55 % of marks or equivalent grade and with eight years experience in relevant Science Laboratory.

Desirable : *Experience in handling laboratory Equipments and computers
Good comand over English and Hindi or Tamil.*

PC- 213 Coach

Method of Induction : *Direct Recruitment*

Age limit : *Maximum 45 years
(Relaxable for SC/ST/OBC & PH)*

Educational Qualification : *Essential*

- i) A Master's Degree in Physical Education with 55 % of marks*
- ii) A Diploma in Coaching from NIS, Patiala or an equivalent qualification from a recognized institution*

Desirable

- i) Competence in Coaching in at least any two games at National/International Standard in Sports*
- ii) Two years coaching experience*

Note : The Requirements of minimum Educational Qualifications are relaxable in exceptional cases of outstanding Sportsmen/Coaches with proven track record at the national/International level.

**PC- 214 Technical Assistant (Science)
For Central Instrumental Facility**

Method of induction : *Direct Recruitment*

Age limit : *30 years
(Relaxable for SC/ST/OBC & PH)*

Educational Qualification : *UG Degree in Physics/Chemistry/Electronics or equivalent subject(s) with 55% or equivalent grade
2 years experience in relevant Science Laboratory*

Desirable : *Good command over English and Hindi or Tamil.
Experience in handling laboratory equipments and computers*

**PC- 215 Lab Assistant
For Department of Earth Sciences**

Method of induction : *Direct Recruitment*

Age limit : *30 years
(Relaxable for SC/ST/OBC & PH)*

Educational Qualification : *UG. Degree in Geology or equivalent subject(s) with atleast second class*

PC- 216 CARE TAKER (Guest House)

<i>Method of Induction</i>	:	<i>Direct Recruitment</i>
<i>Age limit</i>	:	<i>30 years (Relaxable for SC/ST/OBC & PH)</i>
<i>Educational Qualification</i>	:	<i>Three years Diploma in Hotel Management & Catering Technology from a recognized institute Two years experience in Hotel or Guest House Maintenance</i>

PC- 217 Hindi Typist

<i>Method of Induction</i>	:	<i>Direct Recruitment</i>
<i>Age Limit</i>	:	<i>Maximum 25 years (Relaxable for SC/ST/OBC & PH) Exemption for 5 years to the employees of Central Government/State Government/Universities and Autonomous Organization</i>
<i>Minimum Eligibility Criteria</i>	:	<u>Essential</u> <i>i)(As per Sixth Pay Commission) Passing of 12th examination from any recognized School/Board ii)25 words per minute in Hindi Typing Speed.</i>

PC – 218 EDITOR

<i>Method of induction</i>	:	<i>Contract</i>
<i>Age Limit</i>	:	<i>Maximum 50 years</i>
<i>Educational Qualification & Other requirements</i>	:	<i>1) Post Graduate Degree from recognized University with at least 55% marks or its equivalent grade of B in the UGC seven point scale 2) At least 10 years experience in editing, reputed journals / books / Publications. 3) Proficiency in computer operations.</i>
<i>Desirable</i>	:	<i>i) Diploma in Book Publishing with specialization in Book Production from a recognized institution or equivalent. ii) Knowledge of book production techniques and modern processes of printing, publishing software. iii) Working knowledge in Hindi.</i>
		<i>Note : The University reserves the right to relax the age and qualifications in case of extremely deserving candidates.</i>

PC - 219 ASSISTANT EDITOR

Method of induction : *Contract*
Age Limit : *45 years*

Educational Qualification & Other requirements :
1) *Post - Graduate Degree from recognized University with at least 55% marks or its equivalent grade of B in the UGC seven point scale*
2) *At least 3 years experience in editing, reputed journals / books / Publications.*
3) *Proficiency in computer operations.*

Desirable :
i) *Post – Graduate Diploma in Book Publishing with specialization in Book Production from a recognized institution or equivalent.*
ii) *Working knowledge in Hindi.*
iii) *Knowledge of lay – out designing, publishing software.*

Note : The University reserves the right to relax the age and qualifications in case of extremely deserving candidates.

PC - 220 PRODUCTION ASSISTANT

Method of induction : *Contract*
Age Limit : *Not Applicable*

Educational Qualification & Other requirements :
1) *Master's Degree in Mass Communication / Visual Communication / English with at least one year experience in Video production at UGC'S EMMRCs or popular TV channel with quality production.*

PC - 221 Proof Reader

Method of induction : *Contract*
Age Limit : *35 years*

Educational Qualification & Other requirements :
1) *Graduate Degree from recognized University with 3 years experience in Proof Reading in a reputed institution.*
2) *Proficiency in Computer Operations.*

Desirable : *i) Knowledge in Hindi.*

Note : The University reserves the right to relax the age and qualifications in case of extremely deserving candidates.

PC- 222 JUNIOR LAB ASSISTANT (Visual Communication)

Method of Induction : *Contract*

Age Limit : *Maximum 30 years*

Minimum Educational Qualification : *B.Sc degree in relevant subject with three year multimedia experience (Audio/Video)*

Desirable : *Good command over English and Tamil*

PC- 223 PROFESSIONAL MEDIA ASSISTANT

Method of Induction : *Contract (initially for one year)*

Age Limit : *Maximum 35 years applicable*

Educational qualification : *1) Master's Degree in Mass Communication / Visual Communication / Electronic Media / English (OR) B. E in Electronics Engineering (AND) At least one year experience in Video Production at UGC'S EMMRCs or popular TV channel with quality production.*

PC- 224 TECHNICIAN (FM Radio)

Method of Induction : *Contract*

Age Limit : *Maximum 30 years*

Minimum Education Qualification : *ITI in Radio Mechanic or Television Mechanic*

Experience : *One year experience in servicing of Radio and Television*

PC- 225 CARE TAKER (Day Care Centre)

Method of induction : *Contract*

Age limit : *30 years (Relaxable for SC/ST/OBC & PH)*

Education Qualification : **Essential**
HSC (+2) with Diploma in Early Childhood Care and Education from a recognized institution and Good command over english and Tamil

Desirable
Experience in any Governemnt or reputed public school

PH- 226 JUNIOR LAB ASSISTANT (BIO INFORMATICS –WET LAB)

<i>Method of Induction</i>	:	<i>Contract</i>
<i>Age Limit</i>	:	<i>Maximum 30 years</i>
<i>Minimum Education Qualification</i>	:	<i>B.Sc in any area of Life Sciences and Three years experience in a Science Laboratory</i>
<i>Desirable</i>	:	<i>Good Command over English and experience of working in a Modern Biology Laboratory</i>

PC- 227 Assistant Security Officer

<i>Method of Induction</i>	:	<i>Contract</i>
<i>Age limit</i>	:	<i>Not Applicable</i>
<i>Education Qualification</i>	:	<i>Should be an Ex-Servicemen not below the rank of Havildar Should have rendered a minimum of 15 years of Military/Para-Military Services Should have a good record of service Should possess a two wheeler and mobile phone Should have good conversational and communication skills in English, Tamil and Hindi</i>
<i>Desirable</i>	:	<i>Experience in Security duties Knowledge in Computer Operation Experience in four wheeler driving</i>