

U.C.M.S.

DETAILS OF THE PRESCRIBED PAY SCALES, QUALIFICATIONS AND EXPERIENCE

1. **ASSISTANT REGISTRAR** : Pay Band-3 of Rs.15600-39100 with Grade Pay of Rs.5400

Age Limit: 35 Years

Essential: Good academic record plus Masters degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable:

1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liase with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Educational Administration/Examinations/GeneralAdministration/Purchase/Establishment/Accounts & Finance/ Project management/ HR/Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
5. All the direct recruits should possess working knowledge of computers.

2. PERSONAL ASSISTANT : Pay Band -2 of Rs.9300-34800 with GP Rs.4200

Age Limit : 30 years

Essential:

1. A Graduate from recognized University
2. Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English OR 80 words per minute and typing speed of 40 words per minute in Hindi.

Desirable:

1. Degree/Diploma in Computer Application/Science
2. Diploma in Office Management and Secretarial Practice.

Note:

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and skill test.
2. The scheme of the examination including weightage of marks for written test and skill test etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
3. All direct recruits should qualify a typing test in computer within one year from their appointment before completion of their probation period.

3. JUNIOR ASSISTANT :- Pay Band -1 of Rs.5200-20200 with GP Rs.1900

Age Limit : 27 years.

Essential Qualification :-

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University and

Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi typewriting through Computers.
