
Recruitment Rules

1) Librarian

Minimum Qualifications:

- i) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET

2) EA to Principal

Minimum Qualifications, Experience and Skill:

- i) Any Graduate degree with minimum 55 % of marks
- ii) A minimum of three years' experience in a similar role
- iii) Advanced level skills and experience in Microsoft Office
- iv) Exceptional interpersonal and communication skills.

Job Profile:

Role:

The Executive Assistant to the Principal plays a pivotal role in the institute and assists the Principal in his day-to-day work to ensure the smooth running of the Principal's office. This person is responsible for providing high-level confidential administrative, organisational and secretarial support to the Principal and is expected to work autonomously to represent the Principal and the Institute internal and external stakeholders.

Responsibilities:

- Maintain and co-ordinate the effective operation of the Principal's daily and annual calendar, including ensuring all required paperwork for events, appointments and meetings is available for the Principal in good time prior to the meeting.
- Ensure an accurate, up-to-date and well organised filing system
- Manage all incoming correspondence, emails and telephone calls for the Principal.
- Meet and greet guests and VIP visitors.

3) Data Entry Operator

Minimum Qualifications:

- i) Candidates who have completed their graduation in any discipline with excellent keyboarding skills are eligible to apply for the vacancy of a data entry operator.
 - ii) Candidates should be well versed with MS Office (Word, Excel and Powerpoint) and should have good communication and presentation skills.
 - iii) Candidates should have a **good typing speed**.
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4) Junior Clerk

Minimum Qualifications:

- Candidates who have completed their graduation in any discipline with excellent **computer knowledge**
- Candidates should be well versed with MS Office (Word, Excel and Powerpoint) and should have good communication and presentation skills.

Work Experience:

Preference would be given to the candidates having relevant work experience