MINIMUM ELIGIBILITY

1. Animal Attendant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Higher Secondary (12th Standard) Or Equivalent Examination with science subject and at least 02 years of experience of work in laboratory.

Desirable:

Handling of animals in Laboratory / Medical Institute/ Animal Husbandry University/Others Research Organizations.

Period of probation: One year and further extendable for one more year.

2. Assistant Draftsman

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Drafting / Architecture with 55% from recognized Institution.

Period of probation: One year and further extendable for one more year.

3. Boatman/Groundsman/Waterman

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

The minimum qualification for appointment to this level will be either 10th pass or equivalent in the relevant subject may be prescribed as the minimum qualification.

Desirable:

Working experience in ground maintenance

Period of probation: One year and further extendable for one more year.

4. Data Entry Operator

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

BCA or Graduation with PGDCA or B.Sc in Computer CS./Engg/IT or BBA in IT from a recognized University and working knowledge of office assistant tools like MS Office or open Office etc., Also 'O' level of DOEACC after Graduation from a recognized University.

1. Having typing speed of 40 words per minute in English in Computer environment.
2. Knowledge of English and Hindi Software essential.
3. Knowledge of English and Hindi reading, writing and speaking is essential.

Period of probation: One year and further extendable for one more year.
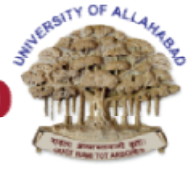
5. Draftsman

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Architecture or ITI Diploma in Draftsman (Civil) with at least 55% marks or its equivalent grade from a recognized University/Institution. 3 years of relevant working experience in an established organization.

Desirable:

Knowledge of working in computerized environment with knowledge of AUTOCAD.

Period of probation: One year and further extendable for one more year.

6. Driver

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

(1) Matriculate or equivalent from a recognized board.

(2) Valid Driving License for Light / Medium / Heavy Vehicles having no adverse endorsement

(3) Should have at least 3 years' experience.

Period of probation: One year and further extendable for one more year.

7. Hindi Typist (हिन्दी टंकक)

आयु सीमा: 30 वर्ष से अधिक नहीं। केन्द्र सरकार / राज्य सरकार / विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पाँच वर्ष की छूट। अनुसूचित जाति / अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के भारत सरकार के नियमानुसार छूट।

शैक्षणिक अर्हताएं (अनिवार्य):

क) किसी मान्यता प्राप्त विद्यालय / बोर्ड से बारहवीं कक्षा उत्तीर्ण या समतुल्य.

ख) कंप्यूटर पर कौशल परीक्षण मानक: अंग्रेजी टंकण प्रति मिनट 35 शब्द की गति से हिंदी टंकण प्रति मिनट 30 शब्द की गति से (समय सीमा 10 मिनट)।

        (प्रत्येक शब्द के लिए औसतन 5 दाब कुंजी के आधार पर 35 शब्द प्रति मिनट और 30 शब्द प्रति मिनट की गति से टंकण करने के लिए एक घंटे में कंप्यूटर पर 10500 दाब कुंजी और 9000 दाब के तत्समान)

परिवीक्षा की अवधि: एक वर्ष और एक और वर्ष के लिए आगे बढ़ाया जा सकता है।

8. Junior Office Assistant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Graduate with 50% marks from a recognized University.
2. Having a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi Typewriting through computers.

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc..
2. Diploma in Office Management and Secretarial Practice.

Period of probation: One year and further extendable for one more year.

9. Laboratory Assistant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.
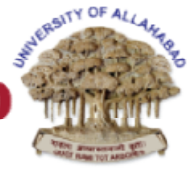
Essential Qualification

1. Bachelor's degree in relevant subject (Physics, Chemistry Zoology Botany, Psychology Computer Science/Computer Application, Defence studies, Statistics, Home Science).

2. Having a typing speed of 30 w.p.m. in English through computers.

Desirable:

Knowledge of Computer Applications.

Period of probation: One year and further extendable for one more year.

10. Laboratory Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification
Higher Secondary (12th Standard) Or Equivalent Examination with science subject and at least 02 years of experience of work in laboratory.

Period of probation: One year and further extendable for one more year.

11. Library Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification
(i) Higher Secondary (12th Standard) Or Equivalent Examination from a recognised Board.
(ii) Diploma/Certificate course in library science form a recognised institution.

Period of probation: One year and further extendable for one more year.

12. Multi-Tasking Staff (MTS)

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification
Matriculation or equivalent from a recognized Board pass or ITI Pass

Period of probation: One year and further extendable for one more year.

13. Pharmacist

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification
1. Bachelor's Degree in Pharmacy from a recognized institution.

OR

10+2 plus 02 years Diploma in Pharmacy.
2. Should be registered with State Pharmacy Council.

Period of probation: One year and further extendable for one more year.

14. Semi-Professional Assistant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification
B.Lib.Sc./B.L.I.Sc. with 50% marks or equivalent.
Desirable: Knowledge of computer application in libraries and regional and foreign languages
Period of probation: One year and further extendable for one more year.
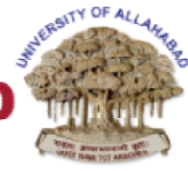
15. Sick Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification
Matriculation or equivalent pass and preference will be given to the candidate having 2 years' experience as a Dresser/ward boy/ward girl in a registered / recognized hospital/institution/health centre.

Period of probation: One year and further extendable for one more year.

16.Stenographer

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

(1) Graduate in any discipline.

(2) A pass in Govt. examination conducted by State Board of Technical Education in English Typewriting (40 WPM).

(3) A pass in Govt. examination conducted by State Board of Technical Education in English Stenography (40 WPM).

(4) Experience as Stenographer with knowledge of computer of at least two years.

Knowledge of English and Hindi reading, writing, and speaking is preferable.

Period of probation: One year and further extendable for one more year.

17. Technical Assistant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

(i) Bachelor's degree in Electrical/Electronic Engineering/ MSc (Networking) B.Sc. with First Class (60% of marks) in concerned subject (IT/Computer Application /Computer Science/ Chemistry / Physics / Zoology / Botany/Life Science) or its equivalent in UGC- 7-point scale.

(ii) 3years' experience in Govt. Educational / Research Institutions.

Desirable:

Capable to handle sophisticated equipment having working experience in IITs/Central Universities

Period of probation: One year and further extendable for one more year.

18. Wire-Man

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Certificate course in Electrical Trade from recognized ITI or Wireman course or Electrical Inspector course from recognized ITI.

Period of probation: One year and further extendable for one more year.

19. X-Ray Technician

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in X-Ray technology from a recognized institute with 50% of marks.

Period of probation: One year and further extendable for one more year.

EXAMINATION CRITERIA

The Test comprise of 100 Multiple Choice type Question (MCQ) for *Group B and Group C posts*; as per the following details:

S.No.	Subject	No. of Multiple-Choice Questions	Maximum Marks	Duration
1	General Knowledge pertaining to job, Analytical Ability Understanding of University System, Allahabad University Act 2005, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Regulations etc., Computer Literacy	40	80	2.0 Hour