

CHAPTER—VI

Officers of the University

Officers of the University :

69. (I) The following posts in the University are hereby declared under clause (4) of section 7 of the Act to be posts of officers of the University :—

Controller of Examinations
 Chief Librarian
 Officer on Special Duty
 Dean of Students
 Deputy Registrar
 Officer of Placement and Training
 Development Officer
 Director of Youth Welfare
 University Engineer
 Medical Superintendent
 Librarian
 Director of Physical Instruction
 Assistant Controller of Examinations
 Assistant Registrar
 Accounts Officer
 Audit Officer
 Micro Analyst
 Documentation Officer
 Associate Librarian

The post of Officer on Special Duty will cease to exist with the post being vacant by retirement or resignation of the present incumbent or for any other cause.

(II) The Executive Council may create and institute such other posts of officers as may be deemed necessary from time to time with such duties as may be assigned to them by the Executive Council, subject to stipulations provided in the Act.

(III) The qualifications of the Officers of the University shall be specified in the Schedule appended to this Chapter and as may be prescribed and amended from time to time by the University.

Powers and Duties of Registrar :

70. In addition to those specified in the Act the Registrar shall have the following powers and duties :—

- (I) He shall be the custodian of the records and common seal of the University;
- (II) He shall conduct the correspondence on behalf of the University;
- (III) He shall deal with the agenda and minutes of the meetings of the Court and the Executive Council and of such authorities and bodies of which he is the Secretary. He shall attend all meetings of the Court and the Executive Council, but he shall not be entitled to vote;
- (IV) He shall issue all notices of meetings of the Court and the Executive Council and such authorities and bodies of which he may be the Secretary, under the orders of the Vice-Chancellor;
- (V) He shall exercise general control and supervision over such employees of the University as may be provided in the Statutes, Ordinances and Regulations. He shall generally deal with all matters relating to appointment, dismissal and conditions of service of all employees of University, subject to the exercise of such powers by the Vice-Chancellor in respect of teachers and officers as stipulated in the Ordinances.
- (VI) Subject to the provisions in the Ordinances he shall sign all plaints and written statements, pleading and all other legal documents and instruments on behalf of the University in respect of the following :—
 - (a) Borrowing money and investing funds,
 - and
 - (b) any immovable property, stocks, funds, shares and other securities being the property of the University to be sold, assigned, transferred or otherwise disposed of or converted.
- (VII) He may delegate any of his duties to any officer under his control subject to the approval in writing of the Vice-Chancellor;
- (VIII) The Registrar shall maintain and keep in his custody a register of—
 - (a) Professors of the University;
 - (b) Teachers other than Professors of the University;
 - (c) Principals of affiliated colleges;
 - (d) Teachers not being Principals of affiliated Colleges;

- (e) Officers and non-teaching staff of the University and non-teaching staff of affiliated colleges,
- (f) Affiliated colleges.
- (g) Full-time students of the University and affiliated Colleges.

The Register so maintained shall be corrected every year in the month of July and brought up-to-date.

- (IX) He shall perform such other duties as may be provided in the Statutes, Ordinances and Regulations and as may be assigned to him by the Executive Council or the Vice-Chancellor.

Powers and duties of Finance Officer :

71. In addition to those specified in the Act, the Finance Officer shall have the following powers and duties :—

- (I) He shall advise the Vice-Chancellor on financial affairs of the University;
- (II) He shall be responsible for the management of the invested funds of the University;
- (III) He shall be responsible for preparation and presentation of the Annual Budget Estimates and Annual Audited Accounts of the University to the Finance Committee,
- (IV) He shall take steps for prompt realisation and proper disbursement of grants;
- (V) He shall ensure that all moneys are expended for the purpose for which they have been granted or allotted;
- (VI) He shall arrange for continuous internal audit of the University accounts;
- (VII) He shall generally supervise and control and be responsible for the working of the following Sections of the University Office :—

Accounts;
Cash;
Purchase; and
Stores.

- (VIII) He shall draw all bills receivable by the University or its constituent or affiliated institutions and give proper discharge therefor on behalf of the University on the institutions thereunder. In the case of constituent or affiliated institutions such bills shall be only in respect of grants which are to be disbursed through the University;
- (IX) He will conduct all routine correspondence relating to Accounts, Cash, Purchase and Stores except the correspondence relating to import licence and such connected matter as "Not Manufactured in India Certificate", etc. and except correspondence with the State Government, Central Government, University Grants Commission and other public authorities and with regard to all matters connected with the implementation of schemes.
- (X) He shall exercise general control and supervision over the ministerial and subordinate staff of the Sections mentioned in clause (VII) above. He shall report to the Registrar on their service, etc. and with regard to their confidential character rolls which will be maintained by the Registrar who will exercise power and control over such staff as provided in clause (v) of Statute 70.
- (XI) He may delegate any of his duties to any officer under his general control subject to the prior approval in writing of the Vice-Chancellor ;
- (XII) He shall have power of accepting rates and quotations other than building tenders which are to be accepted by the Vice-Chancellor within his competence ;
- (XIII) He shall advise the Vice-Chancellor/Registrar on any proposal having financial implication before any final decision is taken by the Vice-Chancellor/Registrar ;
- (XIV) He shall perform such other duties as may be provided in Statutes, Ordinances and Regulations and as may be assigned to him by the Executive Council or the Vice-Chancellor.

Duties of the Controller of Examinations :

72. The Controller of Examinations shall perform the following duties :-

- (I) He shall determine the eligibility of students to appear at any examination on the basis of statement of sessional/tutorial work sent by the Heads of Department and on the basis of statement of attendance sent by Registrar ;

- (II) He shall arrange for and conduct all examinations of the University unless otherwise directed by the respective Faculty Councils.
- (III) He shall supervise the work of the examination & office staff ;
- (IV) He shall ensure secrecy regarding the setting and printing of question papers and examination records till publication of examination results ;
- (V) He shall arrange with the Vice-Chancellor the assistance of the teachers and with the Registrar the assistance of other staff required for conducting an examination ;
- (VI) He shall take all necessary steps relating to the examinations as prescribed in the Ordinances ;
- (VII) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

Duties of the Chief Librarian :

73. The Chief Librarian shall perform the following duties :
- (I) He shall be in charge of the Library and shall be responsible for procurement of books, journals, other reading materials and library equipments on the recommendation of the Heads or other competent authorities within the limits of Library grants ;
 - (II) He shall be responsible for the safe custody and maintenance of all types of documents, equipments and furniture in the Library ;
 - (III) He shall be responsible for accession of books, Journals and other reading materials ;
 - (IV) He shall take necessary steps for processing of all kinds of documents procured in the library ;
 - (V) He shall be responsible for organising all types of library services such as lending, reading room, reference, documentation, etc.
 - (VI) He shall report losses of documents and other library properties to the Library Committee ;

- (VII) He shall have the power, subject to prior sanction of the Vice-Chancellor to withdraw library privileges of a member whenever necessary.
- (VIII) He shall see that the library rules are faithfully observed ;
- (IX) He shall place a report on the library activities at each meeting of the Library Committee ;
- (X) He shall perform such other duties as may be assigned to him by the Vice-Chancellor ;
- (XI) He shall exercise general supervision and control over the technical and subordinate staff in the different sections of library and shall report to the Registrar on their services, etc. and with regard to their confidential character rolls which will be maintained by the Registrar.

Duties of the Officer-on-Special Duty :

74. The Officer-on-Special Duty shall perform such duties as may be allotted to him by the Vice-Chancellor from time to time.

Duties of the Dean of Students :

75. The Dean of Students shall perform the following duties :-
- (I) He shall be in over-all charge of the following activities related to students and shall be responsible to the Vice-Chancellor for administration for such activities :
 - (a) Students' residence and health ;
 - (b) Students' aid ;
 - (c) Youth Welfare Activities and hobbies including student societies ;
 - (d) Students' Union activities ;
 - (e) National Cadet Corps, National Service Scheme and other co-curricular activities ;
 - (f) Counselling and guidance.
 - (II) He shall be in over-all charge of the sections dealing with the above activities and shall be responsible for proper running of the sections.
 - (III) He shall also have the following powers and duties :-

- (a) to co-ordinate the activities of the different sections under him ;
- (b) to act as the Chairman of the different Committees that may be formed for the management of different activities ;
- (c) to act as an ex-officio member of the Students' Welfare Board, the Sports Board and the Admission Committee ;
- (d) to prepare, in consultation with Officers in different sections, the financial requirements for the different activities ;
- (e) to have such other powers and duties as may be allotted to him by the Vice-Chancellor.

Duties of the Deputy Registrar :

76. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Deputy Registrar will carry on the routine duties of the Registrar relating, generally speaking, to the following activities :—

- (I) Correspondence with Governments, University Grants Commission, other Universities and Institutions on matters relating to the courses of study (including questionnaire), examination, admission and other matters of academic nature.
- (II) Seminars, symposia, extension lectures, summer institutes ;
- (III) Admission, re-admission, dues of students, prospectus, calender, etc.
- (IV) Acquaintance with rules relating to admission, examination and courses of study incorporation of amendments as and when necessary ;
- (V) Draft agenda and minutes of Doctorate Committee and other academic Committees ;
- (VI) Recognition and equivalence of qualifications, i.e. diplomas, degrees and certificates ;
- (VII) General supervision of Office, disposition of personnel transfer and leave to ministerial and technical staff ;
- (VIII) Correspondence with Government and University Grants Commission regarding running schemes and other

letters (except new schemes and proposals, major question of policy, letters of appointment, dismissal and conditions of service, specified categories of import letters and import licence) ;

- (IX) Annual report of the University and other non-academic publications ;
- (X) Implementation of resolutions of the Court and the Executive Council as per direction of the Registrar ;
- (XI) Agenda and minutes of the Planning and Development Committees and other non-academic bodies or Committees ;
- (XII) University vehicles ;
- (XIII) Such other matters as may be allotted by the Registrar from time to time.

Duties of Officer of Placement and Training :

77. The Officer of Placement and Training shall perform the following duties :

- (I) To arrange for visits of the students of the University to the factories and workshops as required by the different departments ;
- (II) To keep a record of the graduates of the University for purpose of training and employment ;
- (III) To help the graduates of the University in obtaining suitable training and employment and to contact employers for the purpose ;
- (IV) To perform such other duties as may be assigned to him by the Vice-Chancellor.

Duties of the Development Officer :

78. The Development Officer shall perform the following duties :

- (I) To examine continuously the needs for development in various departments and units of the University ;
- (II) To place before the Planning and Development Committee programmes of plan projects ;

- (III) To receive and examine different demands of developmental nature from different departments and sections of the University and place the same before the Planning and Development Committee ;
- (IV) To assist the Registrar/Vice-Chancellor in the formulation of Development programmes of the University with the assistance of Deans of Faculties and/or a Committee, if necessary ;
- (V) To coordinate schemes of development prepared by the various departments and academic bodies and other authorities of the University with the assistance of Deans of Faculties ;
- (VI) To perform such other duties as may be assigned to him by the Vice-Chancellor.

Duties of the Director of Youth Welfare :

79. The Director of Youth Welfare shall promote welfare activities among the students and be intimately connected with such other activities of students as may be assigned to him by the Dean of Students.

Duties of the University Engineer :

80. The University Engineer shall perform the following duties :—

- (I) He shall be responsible for preparation of designs, specification and estimates for works and for supervision of all repairs and construction and also for verification of all bills pertaining thereto ;
- (II) He shall be responsible for the repair and maintenance of buildings, roads and drainage as well as of electric installations and gas plants ;
- (III) He shall perform such other duties as may be assigned to him by the Registrar.

Duties of the Medical Superintendent :

81. The Medical Superintendent shall perform the following duties :—

- (I) He shall be in charge of the University Health Centre inclusive of medical stores, appliances, etc. and shall perform duties in consultation with the Dean of Students and remain under the overall supervision of the Registrar;

- (II) He shall arrange for the medical examination of students;
- (III) He shall attend to cases of accident, sudden illness and to other emergency among the students and employees of the University during the working hours. He shall also attend to the indoor patients, if any, at the Health Centre;
- (IV) He shall have to attend to the members of the staff residing on the campus of the University or in staff quarters ;
- (V) He shall give advice on all matters concerning health, hygiene and sanitation of the University;
- (VI) He shall perform such other duties as may be assigned to him by the Registrar.

Duties of the Librarian :

82. The Librarian shall be under the direct administrative supervision of the Chief Librarian and perform such duties as may be allotted to him by the Chief Librarian.

Duties of the Director of Physical Instruction :

83. The Director of Physical Instruction shall perform the following duties :

- (I) He shall be in charge of sports, games and physical culture;
- (II) He shall be the Assistant General Secretary of the University Sports Board;
- (III) He shall perform such other duties as may be assigned to him by the Dean of students.

Duties of the Associate Librarian :

84. The Associate Librarian shall be under the administrative supervision of the Chief Librarian and perform such duties as may be assigned to him by the Chief Librarian.

Duties of the Assistant Controller of Examinations :

85. The Assistant Controller of Examinations shall be under the direct administrative supervision of the controller of Examinations and shall perform such duties as may be assigned to him by the Controller of Examinations.

Duties of the Assistant Registrar :

86. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Assistant Registrar shall deal with the matters in respect of :—

- (I) Subordinate staff including granting of leave ;
- (II) Selection Committees for teachers and Standing Committees for selection of non-teaching staff and officers ;
- (III) Visitors, excursion of students of other institutions, arrangement for showing around ;
- (IV) Halls, auditorium, committee rooms, arrangements for meeting and functions ;
- (V) Recruitment-examinations, tests, etc ;
- (VI) Medical examinations ;
- (VII) Railway concessions ;
- (VIII) Such other duties as may be assigned to him by the Registrar.

Duties of the Accounts Officer :

87. The Accounts Officer shall perform the following duties :

- (I) He shall be under the direct administrative supervision of the Finance Officer and shall under his direction carry on continuous internal audit of University accounts ;
- (II) He shall be responsible for the checking of the daily cash balance of the University ;
- (III) He shall prepare financial estimates of the schemes as may be referred to him ;
- (IV) He shall take necessary follow-up action for realisation of sanctioned grants and see to proper disbursement thereof in terms of sanction ;
- (V) He shall perform such other duties as may be assigned to him by the Finance Officer.

Duties of the Audit Officer :

88. The Audit Officer shall perform the following duties :

- (I) He shall, under the direction of the Vice-Chancellor carry on continuous internal audit of University accounts ;
- (II) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

Duties of the Micro-Analyst :

89. The Micro-Analyst shall perform the following duties :

- (I) Elemental analysis (Micro) and spectroscopic (I.R. and U.V) analysis of samples ;
- (II) To take action for keeping the instruments and the air-conditioning plant in the Micro-Analytical Laboratory in working condition for the above purpose ;
- (III) Such other functions as may be assigned to him from time to time by the Registrar in consultation with the teacher-in-charge of the Organic Chemistry Section in the Chemistry Department.

Duties of the Documentation Officer :

90. The Documentation Officer shall have such duties as may be allotted to him by the Registrar in consultation with the Head of the Department concerned.

Qualifications of the Officers :

91. The qualifications of the officers of the University shall be as specified in the Schedule appended to this Chapter and as may be prescribed and amended from time to time by the University with the approval of the State Government.

THE SCHEDULE
STATUTE 91

1. Registrar/Controller of Examinations :

(a) **Essential**

(i) Uniformly good academic record with a B+ Master's Degree or its equivalent. (ii) At least 15 years' experience in Academic Institutions like University or in an institute of higher learning of which 5 years' must be in high level administration in a University or in an Institute of Post-graduate Study.

(iii) Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

(b) **Desirable**

(i) A doctorate degree or published research work of merit
or

High level administrative experience in a Government or Quasi-Government organisation or a good background in administration and management in senior position.

(ii) For the post of Controller of Examinations, it is essential to have experience in conducting examinations either in institution of higher learning or in Service Commission.

2. Finance Officer :

(a) **Essential**

(i) Uniformly good academic record with B+ Master's Degree or its equivalent professional qualifications.

(ii) Membership of the Institute of Chartered Accountants/ Cost Accountants of India or experience in I. A. A. S. and equivalent service.

or

A Master's degree in Business Administration with specialisation in Finance. In case of candidates holding professional qualifications as in item (ii), the requirement of M.A. degree may be waived.

(iv) At least 15 years' experience in a Government or in a University or in an Institute of Higher Learning in a high Administrative post involving supervision, control, planning and audit.

(v) Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.

3. Dean of Students :

(a) **Essential**

Qualification as in serial 1. Experience in Behavioural Science will get preference.

4. Chief Librarian :

(a) **Essential**

(i) Uniformly good academic record with a B+ Master's degree followed by Bachelor's degree in Library Science.

(ii) At least 10 years' experience of working in Administration/Management position in a Library of a University or an Institute of Post-graduate Studies.

(iii) Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.

(b) **Desirable**

(i) A Doctorate degree or published research work of similar merit.

(ii) Knowledge of at least one foreign language (other than English).

5. Deputy Registrar :

(a) **Essential**

(i) Uniformly good academic record with a B+ Master's degree or its equivalent.

(ii) At least 10 years' experience in a position involving supervision, control and planning of Examinations, administration of colleges or in an Institute of Higher Learning or Government or other academic bodies. At least 5 years of the 10 years' experience should be in higher position of high level administration.

(iii) Age not less than 35 years; Relaxable in case of exceptionally qualified candidates.

(b) **Desirable**

(i) A Doctorate degree or published work of high standard.

or

experience of at least 10 years' in a fairly senior position in any academic institution like a college or a University or a research organisation.

6. **University Engineer :**

(a) **Essential**

(i) Uniformly good academic record with first or high second class graduation in engineering.

(ii) At least 10 years' experience in a position involving supervision, control and planning of construction work under Government/Quasi-Government/University/Institute of Higher Learning.

(iii) Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

A postgraduate degree in Civil, Mechanical or Electrical Engineering.

or

Experience of 5 years' in large scale industrial concern for a position involving decision making in planning, estimating, designing and supervision of construction.

7. **Librarian :**

(a) **Essential**

(i) Uniformly good academic record with a B+Master's degree in Library Science or a B+degree followed by a Bachelor's degree in Library Science.

(ii) At least 10 years' experience in working in senior position like Assistant Librarian in a Library of repute, preferably in a University or in an Institute of Higher Learning.

(iii) Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

(i) A Doctorate degree or published research work of merit.

(ii) Knowledge of foreign language other than English.

8. **Medical Superintendent :**

(a) **Essential**

(i) An M. B.B.S. degree recognised by the Indian Medical Council.

(ii) At least 16 years' experience of medical practice in a Government/Military/Quasi-Government Hospitals.

(iii) Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

(iv) 10 years' experience in hospital may be relaxed in case of private practice of reputation for 15 years.

(b) **Desirable**

Post-graduate degree in any of the branches of the Medical Science or Diploma in Public Health and/or Tropical Medicine.

9. **Officer of Placement and Training :**

(a) **Essential**

(i) Uniformly good academic record with B+Post-graduate Diploma/Degree in Engineering.

(ii) Minimum of 7 years' experience in the supervisory capacity in an organisation engaged in production or in teaching in a recognised Institute of Post-graduate Learning.

(iii) Age not less than 35 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

(i) Experience in major industrial capacity in India particularly in West Bengal

or

Experience in marketing or sales activities of a public sector organisation.

10. *Director of Youth Welfare :*

- (i) Uniformly good academic record with B+Master's Degree or its equivalent.
- (ii) At least 10 years' experience in a reasonable administrative academic position in a University or in a college.
- (iii) Recognised experience of at least five years in Youth Service Work or sports, scouting, etc.
- (iv) Age not below 35 years. Relaxable in the case of exceptionally qualified candidate.

(b) **Desirable**

- (i) A degree or diploma in Social Welfare/Physical Education
or
- (ii) A Doctorate Degree or published research work in allied subjects
or
- (iii) A recognised degree or diploma from the National Institute of Sports.

11. *Development Officer :*(a) **Essential**

- (i) Uniformly good academic record with a B+Master's Degree.
- (ii) At least 10 years' experience in a position involving supervision, control and planning of administration of Colleges/Universities/Institutes of Higher Learning of Government or Quasi-Government organisation.
- (iii) Age not below 55 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

- (i) A Doctorate degree or published work of high standard.
- (ii) Experience of at least 7 years' in University or in Post-graduate Research Organisation as Assistant Registrar of equivalent post. In that case records of performance will be examined.

12. *Assistant Registrar/Assistant Controller of Examinations or equivalent posts :*(a) **Essential**

- (i) Uniformly good academic record with a B+Master's degree or its equivalent.
- (ii) At least 10 years' experience in a supervisory capacity in a University or a Research Institute or a Government/Quasi-Government Organisation.
- (iii) Age not below 30 years. Relaxable in case of exceptionally qualified candidate.

(b) **Desirable**

A degree in Business Management or Law or Statistics or Planning.

Note :

Qualification of Master's degree may be relaxed in the case of candidates possessing uniformly good academic record with at least 7 years' experience as superintendent or in equivalent post in a University. In that case, the performance records of such candidates for 7 years' will also be examined.

13. *Accounts Officer/Audit Officer :*(a) **Essential**

- (i) Uniformly good academic record with a B+Master's degree or its equivalent.
- (ii) At least 5 years' experience involving supervision, control, planning and management of accounts and audit

or

preparation of budget in a Government/Quasi-Government organisation or University/Institute of Higher Learning.

- (iii) Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

Membership of Institute of Cost and Chartered Accountants of India or a degree or diploma from a recognised Institute of Management or passed SAS Examination.

The requirement of Master degree will be waived in the case of candidate with good academic record and at least 10 years' working experience in senior position in any of University or Institute of Higher Learning involving budgeting, maintenance of Accounts and Audit.

14. *Micro-Analyst* :

At least M.Sc. in Chemistry with 2 years' experience in the line and/or B.Sc. with specialised training in the field plus 7 years' experience in the line.

15. *Director of Physical Instruction* :

(i) Uniformly good academic record followed by Master's Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.

(b) **Desirable**

Expertise in sports, games and sports administration recognised by the All India Sports Council.

16. *Associate Librarian* :

(a) **Essential**

(i) Uniformly good academic record with a B+Master's degree with a Bachelor's degree in Library Science or a Master's degree in Library Science.

(ii) Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

At least 7 years' experience in a recognised Library. Preferably belonging to University or an Institute of Higher Learning.

Note : The essential qualification with regard to administrative experience shall be 10 years in case of Registrar and equivalent posts, 7 years in case of Deputy Registrar and equivalent posts and 5 years in case of Assistant Registrar and equivalent posts.



The requirement of Master degree will be waived in the case of candidate with good academic record and at least 10 years' working experience in senior position in any of University or Institute of Higher Learning involving budgeting, maintenance of Accounts and Audit.

14. *Micro-Analyst* :

At least M.Sc. in Chemistry with 2 years' experience in the line and/or B.Sc. with specialised training in the line plus 7 years' experience in the line.

15. *Director of Physical Instruction* :

(i) Uniformly good academic record followed by Master's Degree in Physical Education or a Master Degree with diploma or degree in Physical Education.

(b) **Desirable**

Expertise in sports, games and sports administration recognised by the All India Sports Council.

16. *Associate Librarian* :

(a) **Essential**

(i) Uniformly good academic record with a B+Master's degree with a Bachelor's degree in Library Science or Master's degree in Library Science.

(ii) Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

At least 7 years' experience in a recognised institution. Preferably belonging to University or an Institute of Higher Learning.

Note : The essential qualification with regard to administrative experience shall be 10 years in case of Regular posts, 7 years in case of Deputy Regular posts, 5 years in case of Assistant Regular posts and 5 years in case of Assistant Regular and equivalent posts.

The requirement of Master degree will be waived in the case of candidate with good academic record and at least 10 years' working experience in senior position in any of University or Institute of Higher Learning involving budgeting, maintenance of Accounts and Audit.

14. *Micro-Analyst* :

At least M.Sc. in Chemistry with 2 years' experience in the line and/or B.Sc. with specialised training in the field plus 7 years' experience in the line.

15. *Director of Physical Instruction* :

(i) Uniformly good academic record followed by Master's Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.

(b) **Desirable**

Expertise in sports, games and sports administration recognised by the All India Sports Council.

16. *Associate Librarian* :

(a) **Essential**

(i) Uniformly good academic record with a B+Master's degree with a Bachelor's degree in Library Science or a Master's degree in Library Science.

(ii) Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

At least 7 years' experience in a recognised Library. Preferably belonging to University or an Institute of Higher Learning.

Note : The essential qualification with regard to administrative experience shall be 10 years in case of Registrar and equivalent posts, 7 years in case of Deputy Registrar and equivalent posts and 5 years in case of Assistant Registrar and equivalent posts.

The requirement of Master degree will be waived in the case of candidate with good academic record and at least 10 years' working experience in senior position in any of University or Institute of Higher Learning involving budgeting, maintenance of Accounts and Audit.

14. *Micro-Analyst* :

At least M.Sc. in Chemistry with 2 years' experience in the line and/or B.Sc. with specialised training in the field plus 7 years' experience in the line.

15. *Director of Physical Instruction* :

(i) Uniformly good academic record followed by Master's Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.

(b) **Desirable**

Expertise in sports, games and sports administration recognised by the All India Sports Council.

16. *Associate Librarian* :

(a) **Essential**

(i) Uniformly good academic record with a B+Master's degree with a Bachelor's degree in Library Science or a Master's degree in Library Science.

(ii) Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

At least 7 years' experience in a recognised Library. Preferably belonging to University or an Institute of Higher Learning.

Note : The essential qualification with regard to administrative experience shall be 10 years in case of Registrar and equivalent posts, 7 years in case of Deputy Registrar and equivalent posts and 5 years in case of Assistant Registrar and equivalent posts.

The requirement of Master degree will be waived in the case of candidate with good academic record and at least 10 years' working experience in senior position in any of University or Institute of Higher Learning involving budgeting, maintenance of Accounts and Audit.

14. *Micro-Analyst* :

At least M.Sc. in Chemistry with 2 years' experience in the line and/or B.Sc. with specialised training in the field plus 7 years' experience in the line.

15. *Director of Physical Instruction* :

(i) Uniformly good academic record followed by Master's Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.

(b) **Desirable**

Expertise in sports, games and sports administration recognised by the All India Sports Council.

16. *Associate Librarian* :

(a) **Essential**

(i) Uniformly good academic record with a B+Master's degree with a Bachelor's degree in Library Science or Master's degree in Library Science.

(ii) Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

At least 7 years' experience in a recognised Library. Preferably belonging to University or an Institute of Higher Learning.

Note : The essential qualification with regard to administrative experience shall be 10 years in case of Registrar and equivalent posts, 7 years in case of Deputy Registrar and equivalent posts and 5 years in case of Assistant Registrar and equivalent posts.

The requirement of Master degree will be waived in the case of candidate with good academic record and at least 10 years' working experience in senior position in any of University or Institute of Higher Learning involving budgeting, maintenance of Accounts and Audit.

14. *Micro-Analyst* :

At least M.Sc. in Chemistry with 2 years' experience in the line and/or B.Sc. with specialised training in the field plus 7 years' experience in the line.

15. *Director of Physical Instruction* :

(i) Uniformly good academic record followed by Master's Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.

(b) **Desirable**

Expertise in sports, games and sports administration recognised by the All India Sports Council.

16. *Associate Librarian* :

(a) **Essential**

(i) Uniformly good academic record with a B+Master's degree with a Bachelor's degree in Library Science or a Master's degree in Library Science.

(ii) Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) **Desirable**

At least 7 years' experience in a recognised Library. Preferably belonging to University or an Institute of Higher Learning.

Note : The essential qualification with regard to administrative experience shall be 10 years in case of Registrar and equivalent posts, 7 years in case of Deputy Registrar and equivalent posts and 5 years in case of Assistant Registrar and equivalent posts.