

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW

1. Director Physical Education

Academic Pay Level-10

Eligibility (A or B)

A

- (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (ii) Record of having represented the University/College at the inter-university /inter-collegiate competitions or the State and/or national championship.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D., candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges/Institutions subject to the fulfilment of the following conditions:

- (a) The Ph.D degree of the candidate has been awarded in the regular mode.
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;
- (c) Open Ph.D viva voice of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a referred journal.
- (e) The candidates has presented at least two papers based on his/her Ph.D work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or nay similar agency.

Note:

- (i) The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.

- B.** An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

Norms for Men			
12 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 meters	1500 meters	1200 meters	800 meters

Norms for Women			
8 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 meters	800 meters	600 meters	400 meters

Note: The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

2. Senior Personal Assistant: Pay Level 07

Essential:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
 - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
 - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

3. Senior Technical Assistant (Computer): Pay Level-06

Essential:

B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications
OR
M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

4. Semi Professional Assistant: Pay Level- 05

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

5. Library Attendant: Pay Level- 01

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Note: Age relaxation will be allowed as per the guidelines of Delhi University/UGC.