



**PANDIT LAKHMI CHAND STATE UNIVERSITY
OF PERFORMING & VISUAL ARTS, ROHTAK**
(A State University Established Under Haryana Act No-24 of 2014)



ADVERTISEMENT No. 1/2019

Qualifications of the Various Non-Teaching Posts

Sr. No.	Name of the Post	Qualifications
1.	Controller of Examinations	<p>(i) Master's Degree with atleast 55% marks from a recognized Institution/University or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above, including as Associate Professor along with experience in education administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result and declaration thereof at an educational institution.</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p>
2.	Controller of Finance	<p>Chartered Accountant with 10 years' experience.</p> <p style="text-align: center;">OR</p> <p>(i) Master's Degree with atleast 55% marks from a recognized Institution/University or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 8 years' of service in the Academic Level 12 and above, including as Associate Professor along with experience in education administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years' of administrative experience, of which 8 years' shall be as Deputy Registrar or an equivalent post.</p> <p>Preference will be given to those who have experience in PWD Accounts, Budgeting, Planning, Audit Procedures etc or have qualified S.A.S.</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p>

3.	University Librarian	<p>(i) Master's degree in Library Science/ Information Science/ Documentation Science or equivalent professional degree with at least 55% marks or an equivalent grade in point scale wherever grading system is followed.</p> <p>(ii) At least ten years' experience as a Librarian at any level in a University (i.e. 10 years' experience as Asstt. Librarian or as Deputy Librarian or 10 years' combined experience of both posts) or 10 years' experience as College Librarian.</p> <p>(iii) Evidence of innovative library services, including integration of ICT in library.</p> <p>(iv) Ph.D. degree in Library Science/ Information Science/ Documentation Science/ Archives & Manuscripts Keeping in accordance with University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degree) Regulations, 2009 and their amendments from time to time.</p> <p>(v) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p>
4.	Secretary to Vice-Chancellor	<p>(i) Master's degree with atleast 55% marks from a recognized Institution/University or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>5 years' of administrative experience as Assistant Registrar or in equivalent post</p> <p>(iii) Should have good knowledge of working on computer.</p> <p>(iv) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p>
5.	Deputy Registrar	<p>(i) Master's degree with atleast 55% marks from a recognized Institution/University or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>5 years' of administrative experience as Assistant Registrar or in equivalent post</p> <p>(iii) Should have good knowledge of working on computer.</p> <p>(iv) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p>

6.	Assistant Librarian	<p>(i) Master's degree in Library Science/ Information Science/ Documentation Science or equivalent professional degree with at least 55% marks or an equivalent grade in point scale wherever grading system is followed.</p> <p>(ii) A consistently good academic record, with knowledge of computerization of a library. Good academic record means that the candidate should have atleast 50% marks separately in any two degrees or 55% average of any two degrees below graduation level (10th, 10+2, Bachelor degree).</p> <p>(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 M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.</p> <p>(iv) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p>
7.	Assistant Registrar	<p>(i) Master's degree with atleast 55% marks from a recognized University/Institution or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) Five years' of experience in a supervisory capacity in a university/examining body conducting public examinations or in a public funded educational institute.</p> <p>(iii) Should have good knowledge of working on computer.</p> <p>(iv) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>
8.	Estate Officer	<p>(i) Bachelor Degree in Civil/Mechanical/ Electrical Engg. with minimum of 60% marks from a University/ institute of repute, with 2 years' experience in construction/ maintenance, preferably in any University/ Institute.</p> <p>(ii) Should have good knowledge of working on computer.</p> <p>(iii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>
9.	SDE (Civil)	<p>(i) B.E./B.Tech in Civil Engineering with minimum of 60% marks of a recognized University/ institution with atleast two years' experience in construction and maintenance of building.</p> <p>(ii) Should have knowledge of working on computers.</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p>
10.	SDE (Electrical)	<p>(i) B.E./B.Tech in Electrical Engineering with minimum of 60% marks of a recognized University/ institution with atleast two years' relevant experience of operation, maintenance of electric supply and systems.</p> <p>(ii) Should have knowledge of working on computers.</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard</p>

11.	Computer Engineer	<p><u>Computer Engineer (Hardware)</u></p> <p>(i) B.E./B.Tech. in Computer Engineering with 60% marks (ii) 2 years' experience in Computer Hardware in a University Govt/Semi Govt./PSU/ public funded institution/Industry of repute (iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard. Preference will be given to those who have certificate in Hardware from a reputed agency.</p> <p><u>Computer Engineer (Software)</u></p> <p>(i) B.E./B.Tech. in Computer Engineering/I.T. with 60% marks (ii) 2 years' experience in Computer Software in a University Govt/Semi Govt./PSU /public funded institution/Industry of repute (iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard. Preference will be given to those who have certificate in Software from a reputed agency.</p> <p><u>Computer Engineer (Network Management)</u></p> <p>(i) B.E./B.Tech. in Computer Engineering/Electronics & Communication Enigneering with 60% marks (ii) 2 years' experience in Computer Network Management in a University Govt/Semi Govt./ PSU/public funded institution/Industry of repute</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Master in Management</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard. Preference will be given to those who have certificate of CISCO Certified Network Professional (CCNP).</p>
12.	Law Officer	<p>(i) Degree in Law (LL.B. 3 Years') or 5 Years' Integrated Degree course in Law with minimum 60 % marks from a recognized University /Institute. (ii) Must have 5 years' experience preferably in a University/Technical Institution/Actual experience in various courts i.e. Civil, Consumer, National Commission or HC/SC/Women Cell etc. (iii) Should have good knowledge of working on computer. (iv) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p> <p><u>Desirable:</u> LL.M. from a recognized University/ Institution.</p>
13.	Private Assistant	<p>(i) Bachelor Degree (with minimum 50% marks from a recognized Institution/University) with 5 years' experience as Stenographer in any govt. institute /University/Examination Body. (ii) Should have good knowledge of working on computer. (iii) Hindi/Sanskrit up to Matric/ 10th Standard.</p>
14.	JE (Civil)	<p>(i) B.E./B.Tech. (in Civil Engineering) with 60% Marks and one year experience in the relevant field</p> <p style="text-align: center;">OR</p> <p>Three year Diploma in Civil Engineering with 60% Marks from a recognized institute preferably with 3 years' experience of Civil Works in Govt./ Public Sector in construction and maintenance of buildings/relevant field. (ii) Should have good knowledge of working on Computers. (iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10 Standard.</p>

15.	JE (Electrical)	<p>(i) B.E./B.Tech. (in Electrical Engineering) with 60% Marks and one year experience in the relevant field</p> <p style="text-align: center;">OR</p> <p>Three year Diploma in Electrical Engineering with 60% Marks from a recognized institute preferably with 3 years' experience of Electrical Works in Govt./ Public Sector/relevant field.</p> <p>(ii) Should have good knowledge of working on Computers.</p> <p>(iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10 Standard</p>
16.	JE (Mechanical)	<p>(i) B.E./B.Tech. (in Mechanical Engineering) with 60% Marks and one year experience in the relevant field</p> <p style="text-align: center;">OR</p> <p>Three year Diploma in Mechanical Engineering with 60% Marks from a recognized institute preferably with 3 years' experience of Mechanical works in Govt./ Public Sector/relevant field.</p> <p>(ii) Should have good knowledge of working on Computers.</p> <p>(iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10 Standard</p>
17.	Clerk	<p>(i) Graduation with 40% marks from a recognized University/Institution.</p> <p>(ii) The candidate is required to qualify the written test as well as the computer typing test at the speed of 35/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per hour in MS word.</p> <p>(iii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>
18.	Peon	<p>(i) Matric with 35% Marks.</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>