



# BANASTHALI VIDYAPITH

(Notified Under Section 3 of the UGC Act)

University for women: University with a difference

The premier Institute for Women's education, accredited 'A' by NAAC, invites applications for the following:

## ADMINISTRATIVE STAFF

**1. Finance Officer:** Chartered Accountant with five year's experience in a reputed firm preferably in auditing of educational institutions and/ or 5 year's work experience preferably in a University.

**2. Controller of Examinations:** (a) I/II class Master's degree (b) 10 year's relevant experience of conducting University examinations and other allied secrecy work at the executive level or 10 year's relevant administrative experience in a position involving supervision, control and planning.

**3. PS to the Vice Chancellor:** Graduate with 5 year's experience at a similar position in University or industry. Good written and oral communication skill in Hindi and English. Strong secretarial & IT skills.

**4. Additional Registrar:** (a) I/II class Master's degree (b) 10 year's relevant experience involving supervision, control and planning or teaching in an educational Institute.

**5. Deputy Registrar:** (a) I/II Master's degree (b) 7 year's relevant experience in a senior administrative position in an educational Institute.

**6. Assistant Registrar:** (a) Master's degree (b) 7 year's relevant experience in a supervisory capacity in a University/Institution.

**7. Section Officer:** Graduate with Ten year's experience.

**8. Office Superintendent:** Graduate with Seven year's experience.

**9. Stenographer:** Graduate with knowledge of Computer, certificate of Stenography/ typing (English/Hindi) with two year's exp.

**10. Office Assistant:** Graduate with five year's experience.

**11. Upper Division Clerk:** Graduate with experience in a reputed organization and knowledge of working with computers.

**12. Lower Division Clerk:** Graduate with knowledge of working with computers and typing in Hindi & English.

**13. Public Relation Officer:** Good second class Master's degree in Journalism & Mass Communication and 3-5 year's relevant experience in an educational institute or equally sizable organization are desirable.

**14. Asst. Public Relation Officer:** Degree/Diploma in Mass Communication and Journalism and similar experience in Govt./Organization of similar size.

**15. Receptionist:** Graduate with 2-3 year's experience at a similar position in a University or industry. Good written and oral communication skill in Hindi and English. Strong secretarial & IT skills.

## TECHNICAL STAFF

**1. Senior/ Junior Technical Assistants for Computer Labs:** MCA/M.Sc. (Comp.Sc./IT)/Graduate with one year diploma in Computer Programming & Applications from a recognized University or Institute.

**2. Network Administrator/ Network Assistants:** Graduate with one year diploma with relevant skill set, preferably CCNA/ CCNP/ MSCN.

**3. Sr./ Jr. Technical Assistants for Electronic/ Electrical/ Physics Labs:** B.E./B.Tech.(Electronics/Electrical) Three year diploma (Electronics/Electrical)/ M.Sc. (Electronics/Physics) from a recognized University or Institute.

**4. Technical Assts./ Lab Assts. for Life Sciences:** B.Sc. with Zoology/ Botany/ Chemistry/ Biotechnology from a recognized University.

**5. Technical Assts./ Lab Assts. for Chemistry Labs:** B.Sc. with Chemistry from a recognized University or Institute.

**6. Technical Assts./ Lab Assts. for Pharmacy/ Chemical Engineering Labs:** Diploma in Pharmacy/ chemical Engineering from a recognized University or Institute.

A minimum of 2-3 years of relevant experience is highly desirable.

**Salaries in pay-bands as per Sixth Pay Commission recommendations.**

DA, CPF, Gratuity, Pension and Insurance benefits as per Vidyapith rules. Fresh appointments could also be made on a fixed salary commensurate with capabilities. Reservation as per Vidyapith rules. Workers must become habitual wearer of Khadi on appointment. Applications duly supported by testimonials along with a passport size photograph should reach within

**3 weeks to: Secretary, Banasthali Vidyapith, P.O. Banasthali Vidyapith-304022 (Raj.).** The candidate can download the prescribed application form from the University website: [www.banasthali.org](http://www.banasthali.org).