



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/App Developer/Programmer for Computer:** MCA/M.Sc./B.Tech.(Comp.Sc./IT)/Graduate with one year diploma in Computer Programing & Applications from a recognized University or Institute. Knowledge of Android/Arduino/Raspberry Pi/Python/ Linux/Ubuntu/IoT/Hadoop is desirable.
- 2. Senior/Junior Technical Assistants for Electronics/Electrical/ Instrumentation/Mechanical/Mechatronics:** B.E./B.Tech. (Electronics/ Electrical/Mechanical) Three year diploma (Electronics/Electrical/Mechanical)/ M.Sc. (Electronics) from a recognized University or Institute. Knowledge of PLC/SCADA/Robotics/AutoCAD/CNC/3D Printing is desirable.
- 3. Technical Assistants/Lab Assistants for Life Sciences:** M.Sc. Instrumentation or B.Sc. with Diploma in Instrumentation/B.Sc. with Zoology/ Botany/Chemistry/Biotechnology from a recognized University.
- 4. Technical Assistants/Lab Assistants for Chemistry/Physics:** B.Sc. with Chemistry/Physics from a recognized University or Institute.
- 5. Technical Assistants/Lab Assistants for Pharmacy/Chemical Engineering:** Diploma in Pharmacy/Chemical Engineering from a recognized University or Institute.
- 6. Lab Assistants for Earth Sciences:** B.Sc. with Geology from a recognized University.
- 7. Junior Technical Assistants/ Technician/ Mechanic for Workshop:** (ITI (Electrician/ Carpenter/Foundry Technician/Repair & Maintenance of Light Vehicles/Sheet Metal Worker/Welder (Gas and Electric)/Electroplater/ Turner/Fitter/Machinist/Machine Tools Maintenance/Mechatronics/Motor Vehicle/Draughtsman (Civil)/Architectural Draughtsman).

Relevant experience of 2-3 years is highly desirable.

Salaries as per Sixth/Seventh 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 **4 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.