



BANASTHALI VIDYAPITH

(Notified Under Section 3 of the UGC Act)

University for women: University with a difference



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

DATA CENTRE ADMINISTRATOR

MCA/M.Sc./B.Tech. (Comp.Sc./IT)/Graduate with one year diploma in Computer Programming & Applications from a recognized University or Institute. 2-3 years experience of working with the network, MS databases, and others. Data Centre related areas preferred. Experience working in a network provider environment is required. Databases & networking certifications are an advantage.

TECHNICAL STAFF

- 1.Senior/Junior Technical Assistants for Computer Labs:** MCA/M.Sc./B.Tech. (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.Senior/Junior Technical Assistants for Electrical/Mechanical/ Mechatronics:** B.Tech.(Electrical/ Mechanical) Three year diploma (Electrical/Mechanical) from a recognized University or Institute. Knowledge of PLC/SCADA/Robotics/ AutoCAD/CNC/3D Printing, Mechatronics, Electrical Machine, Pneumatic System Technician, Augmented & Virtual reality, Mixed reality, Internet of Things is desirable.
- 4.Senior/Junior Technical Assistants/Lab Assistants for Life Sciences:** M.Sc./B.Sc. with Biotechnology/Botany/ Chemistry/Zoology allied branch of Life Sciences; Certificate/Diploma in Instrumentation desirable.
- 5.Technical Assistants/Lab Assistants for Physics/Home Science:** B.Sc. with Physics/Home Science from a recognized University or Institute.
- 6.Senior/Junior Technical Assistants/Lab Assistants for Pharmacy/ Chemical Engineering:** Diploma in Pharmacy/ Chemical Engineering from a recognized University or Institute.
- 7.Lab Assistants for Earth Sciences:** B.A./B.Sc. with Geography from a recognized University.
- 8.Lab Assistants for Nursing:** B.Sc. Nursing from a recognized University or Institute.
- 9.Junior Technical Assistants/Technician/Mechanic for Workshop:** ITI/Diploma/B.Tech. (Electrician/Carpenter/Foundry Technician/Repair & Maintenance of Light Vehicles/Sheet Metal Worker/Welder (Gas and Electric)/Turner/Fitter/Machinist/ Machine Tools Maintenance/ Mechatronics/Motor Vehicle/Draughtsman (Civil/Architectural Draughtsman).

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

ADMINISTRATIVE STAFF

- 1.Finance Officer:** Chartered Accountant with 5 years experience in a reputed firm preferably in auditing of educational institutions and/ or 5 years work experience preferably in a University.
- 2.Controller of Examinations:** (a) I/II class Master's degree (b) 10 years relevant experience of conducting University examinations and other allied secrecy work at the executive level or 10 years relevant administrative experience in a position involving supervision, control and planning.
- 3.PS to the Vice Chancellor:** Graduate with 5 years experience at a similar position in University or industry. Good written and oral communication skills in Hindi and English. Strong secretarial and IT skills.
- 4.Additional Registrar:** (a) I/II class Master's degree (b) 10 years relevant experience involving supervision, control and planning or teaching in an educational Institute.
- 5.Deputy Registrar:** (a) I/II Master's degree (b) 7 years relevant experience in a senior administrative position in an educational Institute.
- 6.Assistant Registrar:** (a) Master's degree (b) 7 years relevant experience in a supervisory capacity in a University/Institution.
- 7.Section Officer:** Graduate with 10 years experience.
- 8.Office Superintendent:** Graduate with 7 years experience.
- 9.Office Assistant:** Graduate with 5 years experience.
- 10.Upper Division Clerk:** Graduate with experience in a reputed organization and knowledge of working with computers.
- 11.Lower Division Clerk:** Graduate with knowledge of working with computers and typing in Hindi & English.
- 12.Public Relation Officer:** Good second class Master's degree in Journalism & Mass Communication and 3-5 years relevant experience in an educational institute or equally sizable organization are desirable.
- 13.Placement Officer:** UG/PG degree with 3-5 years relevant experience in an educational institute or equally sizable organization are desirable. Good industry networking, written and oral communication skills and IT skills.

LIBRARY STAFF

- 1. Librarian:** Ph.D., Master Degree in Library Science with 10 years of relevant experience.
- 2. Assistant Librarian:** Master Degree in Library Science with 5 years of relevant experience.
- 3. Library Assistant:** Bachelor Degree in Library Science or equivalent and good Computer skills and familiarity with library software.

Salaries as per Seventh Pay Commission recommendations, though Banasthali Vidyapith reserves the right to offer higher or lower salary commensurate with the quality of the applicant as perceived by the Selection Committee. Having said this compensation not a hurdle for competent applicants. Reservation as per Vidyapith rules. **Workers must become habitual wearers 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.