

NON TEACHING POSITIONS

LIBRARIAN

Essential:

Minimum Qualifications:

- i. A Master's Degree in Library Science / Information Science/ Documentation Science with atleast 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
- ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten year's experience as a College Librarian.
- iii. Evidence of innovative library services, including the integration of ICT in a library.
- iv. A Ph.D Degree in Library Science / information Science / documentations/ Archives manuscript-keeping.
- v. Proficiency in English language

DEPUTY REGISTRAR

Essential:

- (i) Master's degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed.
- (ii) 9 years experience as Assistant Professor in the AGP of 6000 and above with experience in educational administration,
OR
- (iii) Comparable experience in research establishment and / or other institutions of higher education institutions,
OR
- (iv) 5 years of administrative experience as Assistant Registrar or an equivalent post.

Desirable:

Experience in areas like Administration, Academics, Finance, Establishment and Examination in higher education institutions.
Proficiency in English language

ASSISTANT REGISTRAR

Essential:

Master's degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed.

Desirable:

(i) Knowledge of Computer Applications.

(ii) Experience in areas like Administration, Academics, Finance, Establishment and Examination in higher education institutions.

iii. Good working knowledge of Computer Applications.

iv. Proficiency in English language

SECTION OFFICER

Essential:

(i) Graduate Degree in any discipline.

(ii) Five Years' Experience as Upper Division Clerk in higher education institutions.

Desirable:

Capacity to work in a fully computerized environment.

Proficiency in English language

UPPER DIVISION CLERK

Essential:

i. Graduate in any discipline from a recognized University.

ii. Three years' experience as lower division clerk in higher education institutions.

iii. Working knowledge of MS Word, Excel, Power point, Internet, etc.

iv. Proficiency in English language

LOWER DIVISION CLERK

Essential:

i. 12th class or equivalent qualification from a recognized Board or University.

ii. A typing speed of 30 w.p.m in English or 25 w.p.m in Kannada on manual typewriter
OR

A typing speed of 35 w.p.m in English or 30 w.p.m in Kannada on Computer.
(35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

iii. Proficiency in English language