

UNIVERSITY OF KOTA, KOTA

M.B.S. Marg, Near Kabir Circle, Kota

Minimum Qualifications

1. Controller of Examination-01

Pay Scale - (G.P. Rs. 6800 in pay band 15600-39100) Rs. 21300/- Fixed Remuneration will be paid during Probation Period.

Essential Qualifications:

1. At least a Second Class Post Graduate Degree and
2. At least 10 years experience of conducting University Examination and other allied work at the executive level and having record justifying, entrusting of confidential work OR at least 8 years of administrative experience in a position involving supervision, control and planning.

Desirable Qualifications:

Experience of University Administration and familiarity with the working of University Bodies and Institutions.

Note: -

Persons already working in the University and who do not possess postgraduate degree but are graduate only may be considered for the post provided that such person possess a minimum total administrative experience of 10 years of working as Deputy Registrar or Assistant Registrar.

2. Deputy Registrar-02

Pay Scale - (G.P. Rs. 6600 in pay band 15600-39100) Rs. 20200/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. At least second class Post-graduate degree, and
2. At least five years administrative experience in a position involving supervision, control and planning **or** at least five years experience of teaching/research at the university/college level, with some knowledge and experience of Research, Planning and Administration in an educational institute of higher education.

Desirable Qualifications:

Familiarity with working of University or with the Educational administration in a college, University or an institute of Higher Learning or Research.

Note: -

Persons who possess a Bachelor's Degree and are already working in the University as Assistant Registrar for at least four years, possessing a minimum total administrative experience of 10 years could be considered for the post, Experience in the cadre of Section Officer or an equivalent post and above will be counted as administrative experience.

3. Assistant Registrar-04

Pay Scale - (G.P. Rs. 5400 in pay band 15600-39100) Rs. 16800/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. At least second class Post-graduate degree, and
2. Three years administrative experience in a position involving supervision, control and planning **or** three years experience of teaching/research in a college or university or an institute of higher learning.

Note: -

Persons already working in the University on the post of Section Officer or any equivalent post who do not possess postgraduate degree but who are graduate could be considered provided that such persons possess six years experience of Administration in position involving supervision, control and planning.

4. Estate Officer-01

Pay Scale - (G.P. Rs. 6600 in pay band 15600-39100) Rs. 20200/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. At least second class Graduate degree in Civil Engineering alongwith 5 years experience as Junior Engineer/Assistant Engineer in Govt. Deptt./ University/Govt. Autonomous bodies.

OR

Diploma in Civil Engineering with 8 years experience as Asstt/Junior Engineering work in Govt. deptt./ University/Govt. Autonomous bodies.

5. Librarian-01

Pay Scale - (G.P. Rs. 10000 in pay band 37400-67000) Rs. 43800/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. A Mater's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
2. At least thirteen years experience as a Deputy librarian in a University library or 18 years' experience as a College Librarian.
3. Evidence of innovative library service and organization of published work.
4. Desirable: A. M.Phil./Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

6. Deputy Librarian-01

Pay Scale - (G.P. Rs. 6600 in pay band 15600-39100) Rs. 20200/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. A Mater's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
2. Five years experience as an Assistant University Librarian/College Librarian. .
3. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
4. Desirable: A. M.Phil./Ph.D. Degree in library science/information science/archives and manuscript-keeping/computerization of library.

7. Assistant Librarian-02

Pay Scale - (G.P. Rs. 6000 in pay band 15600-39100) Rs. 18200/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. A Mater's Degree in Library Science/Information Science/documentation Science or and equivalent professional degree with at least 55% marks (or an equivalent grade in a point

- scale wherever grading system is followed) and a constantly good academic record with knowledge of computerization of library.
2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
 3. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.

8. Proctor-01

Pay Scale - (G.P. Rs. 5400 in pay band 15600-39100) Rs. 16800/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. First class Postgraduate degree and possess Ph.D. degree.
2. At least 5 years experience regarding maintenance of discipline/security/proctorol work of University and having 'C' certificate of NCC etc. and familiarity with the working of University Bodies and Institutions.

9. Computer Programmer-01

Pay Scale - (G.P. Rs. 4200 in pay band 9300-34800) Rs. 13050/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

Master's degree in Computer Application (MCA) or M.Tech. in Computer Science with three year's experience in Programming and System Analysis and Design. Should have a good knowledge of UNIX Operating System/Linux, 'C' language and Integrated Net working System etc.

Desirable Qualificaitons:

Experience of University Computer Programming work and familiarity with the working of University Bodies and Institutions.

10. Assistant Accounts Officer-01

Pay Scale - (G.P. Rs. 4200 in pay band 9300-34800) Rs. 13050/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

Graduate preferably B.Com with 8 years experience of Accounts work out of which 3 years as Junior Accountant and 5 years as an accountant having complete knowledge of Account Rules and preparation of Budget, Annual Accounts etc.

11. Accountant-01

Pay Scale - (G.P. Rs. 3600 in pay band 9300-34800) Rs. 11100/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

Graduate preferably B.Com with 5 years experience of Accounts work out of which 3 years as Junior Accountant having complete knowledge of Account Rules and preparation of Budget, Annual Accounts etc.

12. Junior Accountant-03

Pay Scale - (G.P. Rs. 3200 in pay band 9300-34800) Rs. 10000/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

1. Graduate
2. 3 years experience of Accounts work.

13. Junior Engineer (Civil)-01

Pay Scale - (G.P. Rs. 3200 in pay band 9300-34800) Rs. 10000/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification

Diploma in Civil Engineering with 5 years experience as Junior Engineering work in University/Govt. autonomous body.

14. Stenographer-05 (Hindi-03, English-02)

Pay Scale - (G.P. Rs. 3200 in pay band 9300-34800) Rs. 10000/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification:

1. Graduate in any discipline from recognized University.
2. Knowledge of Hindi Shorthand with minimum speed of 80 w.p.m. & 35 w.p.m. in Hindi Typing.
3. Knowledge of English Shorthand with minimum speed of 100 w.p.m. & 40 w.p.m. in English Typing
4. "O" or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

OR

Diploma in computer Science/Computer Applications of a University established by law in India or of an institution recognized by the Government.

OR

Diploma in Computer Science & Engineering from polytechnic institution recognized by the Government.

OR

Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited,"

15. Statistical Assistant-01

Pay Scale - (G.P. Rs. 3200 in pay band 9300-34800) Rs. 10000/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification:

At least First Class Graduate or Second Class Post-Graduate with the subject Economics Statistics, Commerce or Mathematics from any recognized University and Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited,"

OR

Postgraduate in above subject along with one year Diploma in Statistics from any recognized University and Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited,"

Desirable:

Preference will be given to those who possess the experience of Statistical work in any Govt. organizations/Autonomous bodies.

16. Sr. Technical Assistant (Library)-02

Pay Scale - (G.P. Rs. 3600 in pay band 9300-34800) Rs. 11100/- Fixed Remuneration will be paid during Probation Period.

Essential Qualification:

At least First Class Mater's Degree in Library Science/Information Science/Documentation Science or and equivalent professional degree (or an equivalent grade in a point scale wherever grading system is followed) with at least one year experience of Library work in the University/College.

UNIVERSITY OF KOTA, KOTA

M.B.S. Marg, Near Kabir Circle, Kota

No. F 3 () /Estt./UOK/2011/

Date:

Advertisement no. 01/2012

Application in the prescribed forms are invited for appointment on regular basis for the following Non-Teaching Posts as mentioned below:-

S. No.	Name of Post	Fixed Remuneration (Grade & Pay band)*	No. of Vacant Posts
1.	Controller of Examination	Rs. 21300/- (G.P. Rs. 6800 in pay band 15600-39100)	01
2.	Dy. Registrar	Rs. 20200/- (G.P. Rs. 6600 in pay band 15600-39100)	02
3.	Assistant Registrar	Rs. 16800/- (G.P. Rs. 5400 in pay band 15600-39100)	04
4.	Estate Officer	Rs. 20200/- (G.P. Rs. 6600 in pay band 15600-39100)	01
5.	Librarian	Rs. 43800/- (G.P. Rs. 10000 in pay band 37400-67000)	01
6.	Dy. Librarian	Rs. 20200/- (G.P. Rs. 6600 in pay band 15600-39100)	01
7.	Asstt. Librarian	Rs. 18200/- (G.P. Rs. 6000 in pay band 15600-39100)	02
8.	Proctor	Rs. 16800/- (G.P. Rs. 5400 in pay band 15600-39100)	01
9.	Computer Programmer	Rs. 13050/- (G.P. Rs. 4200 in pay band 9300-34800)	01
10.	Asstt. Accounts Officer	Rs. 13050/- (G.P. Rs. 4200 in pay band 9300-34800)	01
11.	Accountant	Rs. 11100/- (G.P. Rs. 3600 in pay band 9300-34800)	01
12.	Jr. Accountant	Rs. 10000/- (G.P. Rs. 3200 in pay band 9300-34800)	03
13.	Jr. Engineer (Civil)	Rs. 10000/- (G.P. Rs. 3200 in pay band 9300-34800)	01
14.	Stenographer	Rs. 10000/- (G.P. Rs. 3200 in pay band 9300-34800)	03 Hindi 02 English
15.	Statistical Assistant	Rs. 10000/- (G.P. Rs. 3200 in pay band 9300-34800)	01
16.	Sr. Technical Assistant (Library)	Rs. 11100/- (G.P. Rs. 3600 in pay band 9300-34800)	02

***Pay Scale:-** The selected candidate will be appointed as probationer trainee for 2 years on the above posts. A fixed amount, mentioned in column 3, as per State Government notification No.F-12(6)FD(Rules)/05 dated 13.3.06 or F.11(7)FD(Rules)/2008 dated 12.09.08 or letter no. F.1(1)Edu-4/2008 dated 27/10/2009 and F 8(1) Edu-4/2011 dated 03-01-2012 will be paid during the period of probation training, no other allowances will be admissible. The pay scale of the above posts shall be permitted from the date of completion of probation training period

satisfactorily according to rules. New recruitment rules and new contributory pension scheme shall apply for these new appointments.

1. The application form Proforma-02 for the posts of S.No. 1-8 and Proforma-03 for the posts of S.No. 9-16 along with qualifications and eligibility conditions may be downloaded from the **University website i.e. www.uok.ac.in** and he/she will have to enclose with the D.D. of Rs. 500/- (Rs. 250/- for SC/ST) drawn in favor of Registrar, University of Kota, Kota for the posts of S. No. 1 to 8 and D.D. of Rs. 300/- (Rs. 150/- for SC/ST) drawn in favor of Registrar, University of Kota, Kota for the posts of S. No. 9 to 16 while submitting the duly filled form.
2. The prescribed form duly filled must reach the office of Registrar, University of Kota, Kota on or before 22nd May 2012. Persons who are already employed, should send their applications through proper channel.
3. The persons who have already applied for any above mentioned posts in response to earlier advertisement of this University, are also required to submit fresh application in response to this advertisement i.e. earlier applications will not be considered.
4. Incomplete applications and applications received after the last date will not be entertained.
5. The University is not liable to invite all eligible candidates for interview and no T.A. and D.A. will be paid for attending the interviews.
6. Reservation for SC/ST/OBC/SBC/Physically Handicapped/Woman candidates shall be applicable, as per State Govt./ University rules.
7. The age of the applicant should not be less than eighteen years on the last date of application.
8. Retired persons need not to apply.
9. Prevailing Govt./University service rules will be applicable for candidates appointed on the posts.
10. In case the applications are received in large number then screening may be done.
11. University will not be responsible for any delay including postal delay.
12. If a candidate desires to apply for more than one post, separate applications are required for each post.
13. Number of post(s) can be increased or decreased.

REGISTRAR

UNIVERSITY OF KOTA, KOTA

INSTRUCTIONS FOR CANDIDATES APPLYING FOR THE POSTS

ADVERTISED UNDER ADVERTISEMENT NO. 01/2012

1. The candidates who are already in employment should send their applications through proper channel.
2. Dearness and other allowances will be paid as per University rules.
3. New contributory pension rules will be applicable for newly appointed employees.
4. The University is not liable to invite all eligible candidates for interview and no T.A. and D.A. will be paid for attending the interview(s).
5. The age of the applicant should not be less than eighteen years on the last date of submission of application.
6. Reservation for SC/ST/OBC/SBC/Physically Handicapped/Woman candidates shall be applicable, as per State Govt./University rules.
7. The appointment will be made on probation for two years extendable for another one year. However, such appointments are likely to be made permanent after expiry of probation period provided that work of the incumbent is found satisfactory.
8. Direct recruitment rules, prevailing service rules and conditions of University of Kota, Kota will be applicable.
9. In case the applications are received in large number then screening may be done.
10. The University reserves the right to increase or decrease or cancel the number of posts as per its requirement.

REGISTRAR