

**Details of Qualification, Experience & Pay Scale as per University Service
Rule – 2007**

Non Technical Post		
1	Assistant Secretary 9300-34800+4200/-	<ol style="list-style-type: none"> 1. Must be a Graduate from any recognized University. 2. Should have at least 10 years experience of working on a ministerial post (Permanent or Temporary) out of which at least 04 years of experience of working on a Ministerial post in Scale of Rs 5500-9000 in any Government/Semi Government/Public Sector under taking or State University. 3. Knowledge of Computer application is desirable.
2.	Superintendent 9300-34800+3600/-	<ol style="list-style-type: none"> 1. Must be a Graduate from any recognized University. 2. Should have at least 10 years experience of working on a ministerial post (Permanent or Temporary) in any Government/Semi Government/Public Sector under taking or State University out of which at least 03 years should be on Assistant Grade – 1 or equivalent. 3. Knowledge of Computer application is desirable.
3	Asst. Grade –I 5200-20200+2800/-	<ol style="list-style-type: none"> 1. Must be a Graduate from any recognized University. 2. Should have at least 07 years of experience of working on a ministerial post (Permanent or Temporary) in any Government/Semi Government/Public Sector under taking or State University. 3. Knowledge of Computer application is desirable.
4	Asst. Grade –II 5200-20200+2400/-	<ol style="list-style-type: none"> 1. Must be a Graduate from any recognized University. 2. Should have at least 03 years of experience of working on a ministerial post (Permanent or Temporary) in any Government/Semi Government/Public Sector under taking or State University. 1. Knowledge of Computer application is desirable.
5	Asst. Grade –III 5200-20200+1900/-	<ol style="list-style-type: none"> 1. Must be a Graduate from any recognized University. 2. Must have speed of 40 words per minute of Hindi/English Typing on Computer <p>म0प्र0 शासन सामान्य प्रशासन विभाग के पत्र क्रमांक सी/3-11/08/3/एक दिनांक 12.06.2009 के अनुसार हिन्दी मुद्रलेखन परीक्षा के साथ निम्न मान्यता प्राप्त संस्थाओं में से किसी एक संस्था से कम्प्यूटर परीक्षा उत्तीर्ण करना अनिवार्य है:-</p> <ol style="list-style-type: none"> 3. Diploma from all Universities recognized by UGC 4. Diploma from all Open Universities recognized by UGC 5. Diploma level examination from DOEACC. 6. Modern Office Management Course from Govt. Polytechnic College.
6	Steno Typist 5200-20200+1900/-	<ol style="list-style-type: none"> 1. Must be a Graduate from any recognized University. 2. Must have a Government Commercial Certificate in Shorthand @ 80 words per minute in Hindi Shorthand. 3. Government/Commercial Certificate in typing in Hindi on Computer.
7	Driver 5200-20200+1900/-	<ol style="list-style-type: none"> 1. At least eight standard Examination passed. 2. Driving Licence in Drive Heavy Motor Vehicle/Light Motor Vehicle. 3. Two Years of driving experience after obtaining driving licence.
8	Peon/Farrash/Chowkidar/Paniwala/Hammal 4440-7440+1300/-	<ol style="list-style-type: none"> 1. At least Eight Standard pass from a recognized Board.
Technical Post		
1.	Draughtsman 9300-34800+3200/-	<p>First Class Diploma in Civil/Mechanical/Electrical Engineering of the erstwhile Madhya Pradesh Board of Technical Education or from Rajiv Gandhi Proudyogiki Vishwavidyalaya or a equivalent with 03 year of relevant experience.</p> <p align="center">Or</p> <p>Second Class Diploma in Civil/Mechanical/Electrical Engineering of the erstwhile Madhya Pradesh Board of Technical Education or from Rajiv Gandhi Proudyogiki Vishwavidyalaya or a equivalent with 05 year of relevant experience</p>
2	Data Entry Operator Grade –I 5200-20200+2800/-	<ol style="list-style-type: none"> 1. Graduate with post Graduate Diploma in Computer application from recognized University. <p align="center">OR</p> <p>Diploma in Computer application from a recognized Polytechnic.</p> <p align="center">OR</p> <p>B.Sc/B.Com in Computer Science from recognized University.</p> <ol style="list-style-type: none"> 2. Knowledge of Micro Soft Office and speed of typing 8000 per hour data entry. 3. English and Hindi Typing of 40 and 50 words per minute respectively on computer. 4. Three years experience of Computer Work. 5. Knowledge of Hindi Shorthand is desirable.
3	Data Entry Operator Grade –II 5200-20200+2400/-	<ol style="list-style-type: none"> 1. Graduate with post Graduate Diploma in Computer application from recognized University. <p align="center">OR</p> <p>Diploma in Computer application from a recognized Polytechnic.</p> <p align="center">OR</p> <p>B.Sc/B.Com in Computer Science from recognized University.</p> <ol style="list-style-type: none"> 2. Knowledge of Micro Soft Office and speed of typing 8000 per hour data entry. 3. English and Hindi Typing of 30 words per minute on computer. 4. Two years experience of Computer Work.

4	Workshop Instructor 5200–20200+2400 / –	At least a IInd class Diploma in respective branch from a recognized Board of Tech. Education/University along with 03 Year of Industrial experience.
5	Laboratory Technician -1 5200–20200+2400 / –	At least a Second class Diploma in Engineering from a recognized Board of Technical Education/University with one year of industrial experience in machine maintenance/electrical circuits/power system/power electronics/measurement/instrumentation/control. Knowledge of Computer application is desirable.
6	Data Entry Operator Grade –III 5200–20200+1900 / –	<ol style="list-style-type: none"> 1. Graduate with post Graduate Diploma in Computer application from recognized University. OR Diploma in Computer application from a recognized Polytechnic. OR B.Sc/B.Com in Computer Science from recognized University. 2. Knowledge of Micro Soft Office and speed of typing 8000 per hour data entry. 3. English and Hindi Typing of 20 words per minute on computer. 4. One years experience of Computer Work.
7	Laboratory Technician Grade –II 5200–20200+1900 / –	At least a Second class Diploma in Engineering from a recognized Board of Technical Education/University or ITI Certificate of Competency in mechanical engineering trade/Electrical engg. Trade/Electronics with one year of industrial experience.
8	Skilled Assistant 5200–20200+1900 / –	At least Second class Diploma in respective branch from a recognized Board of Technical Education/University or Secondary School Certificate pass with ITI Certificate of Competence in the respective trade along with two years industrial experience.
9	Electrician 5200–20200+1900 / –	IInd class Diploma in Electrical Engineering from a recognized Board of Technical Education/University or ITI Certificate of Competency in Electrician/Wireman/Lineman trade with two year of experience in trade.
10	Laboratory Attendant Grade –II 5200–20200+1800 / –	Higher Secondary Certificate Examination (with Science Subject) or 10+2 pass with Science Subject.