

**PONDICHERY UNIVERSITY**  
**PUDUCHERRY**

Date: 21/09/2022

**PRESCRIBED MINIMUM QUALIFICATION FOR VARIOUS NON-TEACHING POSITIONS**

**REGULAR/DEPUTATION BASIS:**

Sl. No.	POST	MINIMUM ELIGIBILITY
1.	Deputy Registrar	<p><b>Age limit:</b> 50 years for Direct Recruitment 56 years for Deputation</p> <p><b>Mode of Selection:</b> Direct Recruitment/Deputation</p> <p><b>Direct Recruitment:</b></p> <p>i) Master's Degree with atleast 55% of marks or its equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) Nine years of experience as Assistant Professor in the Academic Level-10 and above with experience in Educational Administration.</p> <p style="text-align: center;">(or)</p> <p>Comparable experience in Research Establishments and / or other Institutions of Higher Education.</p> <p style="text-align: center;">(or)</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p style="text-align: center;">(or)</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post in Govt./Autonomous/Banking / Deemed/ Defence Organization etc.</p> <p><b>Desirable:</b> i) Experience in the areas of Establishment / Examination / Academic / Finance/ Planning and Development.</p> <p>ii) Knowledge of Computer Applications</p>
		<p><b>Deputation:</b> Officers from the Central / State Government or Institutes of National Importance or Universities / University level institution or Public Sector Undertakings.</p> <p>a) Holding analogous posts or with three years regular service in Level – 11 or with eight years regular service in Level – 10.</p> <p>b) Experience in Administration, Establishment and Accounts.</p> <p>c) Possessing educational qualification as prescribed for Direct Recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
		<p><b>Other Conditions:</b></p> <p>The Qualification and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MoE/UGC from time to time.</p>

2	Public Relation Officer	<p><b>Age limit:</b> 50 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i) A Master's Degree with at least 55% of marks or its equivalent grade wherever applicable and a Degree/Diploma in Public Relations/ Journalism / Media relations or equivalent to relevant qualification.</p> <p>ii) 5 years of experience as an Officer in Public Relations in Educational Institutions/ Government Departments/ Public Sector Undertakings/ Autonomous bodies/reputed Private firms.</p> <p><b><u>Desirable:</u></b> Proficiency in Tamil / Hindi / any foreign languages</p> <p><b><u>Deputation:</u></b> Officers with at least 5 years of regular service in the scale of Assistant Registrar / Equivalent in any recognized University / Autonomous body / Govt. Department or organization / Public Sector Undertaking and possessing the qualifications prescribed for direct recruitment.</p>
3	Executive Engineer	<p><b>Age limit:</b> 40 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. M.E./M.Tech. (Civil/Electrical Engineering) with five years' experience as Assistant Engineer [OR]</p> <p>(1) A Bachelor's degree in Civil/Electrical Engineering relevant to the needs of the University with at least 10 years' of experience in the relevant field</p> <p>(2) At least 5 years' of experience as Assistant Engineer in the relevant field.</p> <p><b><u>Deputation:</u></b> Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System holding analogous post;</p> <p style="text-align: center;"><b>OR</b></p> <p>with five years regular service as Assistant Engineer possessing a B.E. / B.Tech. degree in Civil / Electrical Engineering in the relevant area</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
4	Internal Audit Officer	<p><b>Age Limit:</b> Preferably below 56 years</p> <p><b><u>Deputation:</u></b> Officers holding analogous post with 5 years' regular service in Level 10 from the office of AG/CAG or any other organisation for Audit &amp; Accounts Services,</p> <p style="text-align: center;"><b>OR</b></p> <p>with 5 years' regular service in Level 10 from Central/State Govt., Universities and other autonomous organisation with relevant experience.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

5	Assistant Registrar	<p><b>Age limit:</b> 40 years for Direct Recruitment 56 years for Deputation</p> <p><b>Mode of Selection:</b> Direct Recruitment/Deputation.</p> <p><b><u>Essential Qualification:</u></b></p> <p>Master's Degree from recognized University with at least 55% marks or its equivalent grade of B in the UGC seven point scale from a recognized University.</p> <p><b><u>Desirable:</u></b></p> <p>i. Five years' experience in Administration / Accounts / Examination as Section Officer or in an equivalent post in Govt. / Educational / Research Institution / Autonomous / Deemed / Defence Organisation etc.</p> <p>ii. Good Knowledge of Computer Application.</p> <p><b><u>Deputation:</u></b></p> <p>Officers holding analogous posts on regular basis or with 5 years' regular service in Level 7 / Level 8 in a government department / University / Educational or Research Institution / Teaching and / or Research experience along with proven administrative capabilities.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p> <p><b><u>Other Conditions:</u></b></p> <p>The Qualification and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MoE/UGC from time to time.</p>
6	Law Officer	<p><b>Age Limit:</b> 55 years</p> <p><b><u>Essential Qualification:</u></b></p> <p>A Master's Degree in Law with at least 55% of marks or its equivalent grade wherever grading system is followed (or) A Master's Degree with at least 55% of marks or its equivalent grade wherever grading system is followed with a Bachelor Degree in Law.</p> <p>ii) At least 5 years' experience in legal matters which will include defending court cases, being conversant with legal procedures, etc.</p> <p><b><u>Deputation:</u></b> Officers with at least 5 years' of regular service in the level of Section Officer / Equivalent in any recognized University/ Autonomous Body/Govt. Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under direct recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

7	Hindi Officer	<b>Age limit:</b> 35 Years
		<b>Mode of Selection:</b> Direct Recruitment/Deputation.
		<p><b><u>Essential Qualification:</u></b></p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;"><b>AND</b></p> <p>Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p><b><u>Desirable:</u></b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.</p> <p><b><u>Deputation:</u></b> Officers from the Central Govt./ State Govt./University System or other similar organizations holding analogous posts;</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years' service in posts in Level 7/8 or equivalent cadre</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

8	Section Officer	<p><b>Age limit:</b> 35 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. A Bachelors Degree from a recognized University.  ii. At least two years of experience in administration / accounts / secretarial work at the level of Assistant in the Level 6 or five years experience as UDC and above in the Level 4/5 of any Central / State Govt./ University / Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution / corporate / bank.</p> <p><b><u>Desirable:</u></b>  Proficiency in noting, drafting and knowledge of computer operation.</p> <p><b><u>Deputation:</u></b> Individuals with a minimum 5 years of regular service in the level of Senior Assistant / Equivalent in Level-6 in any recognized University / Autonomous Body / Govt. Department or Organisation / Public Sector Undertaking and Possessing the qualification prescribed for direct recruitment.</p>
9	Private Secretary	<p><b>Age limit:</b> 35 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. A Bachelor's Degree from a recognized University / Institutions  ii. At least 2 years experience as Personal Assistant or 5 years experience as Stenographer in a University / Research establishment / Central / State Govt./ University / Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution / corporate / bank.  iii. English Stenography speed – English - 120 wpm  iv. Typewriting: Senior / Higher level in English</p> <p><b><u>Desirable:</u></b></p> <p>i) Knowledge of Computer applications.  ii) Proficiency in English and good communication skills.  iii) Hindi Stenography (55 wpm) and Typewriting (Higher or Senior Certificate).</p> <p><b><u>Deputation:</u></b> Individuals with a minimum 5 years of regular service in the level of Personal Assistant / Equivalent in Level-6 in any recognized University / Autonomous Body / Govt. Department or Organisation / Public Sector Undertaking and Possessing the qualification prescribed for direct recruitment.</p>
10	Nursing Officer	<p><b>Age limit:</b> 30 years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. B.Sc. Nursing from a recognized University/ Institution.  ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.  iii. Two years of experience in a recognized hospital with a minimum 50 beds</p> <p><b><u>Deputation/Absorption:</u></b></p> <p>From persons in equivalent grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed for direct recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

11	Senior Assistant	<b>Age limit:</b> 35 years
		<p><b>Essential Qualification:</b>  (1) A Bachelor Degree from recognized University/Institution  (2) Two years' experience in Administration / Accounts as UDC or equivalent posts in a University/ College / Government / Quasi Govt. / Autonomous / Public Sector Undertakings.</p> <p><b>Desirable:</b>  Proficiency in noting, drafting and knowledge of Computer Operations.</p>
12	Personal Assistant	<b>Age limit:</b> 30 years
		<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. A Bachelor's degree from a recognized University / Institutions.</li> <li>ii. Proficiency in Stenography in English with minimum speed of 100 w.p.m.</li> <li>iii. Proficiency in Typewriting in English – Higher / Senior Certificate.</li> <li>iv. At least 2 years experience as Junior Grade Stenographer / Stenographer in Central / State / Quasi Govt. / University / Research Institution / Autonomous organization, etc.</li> <li>v. Skill test norms on Computer.</li> </ol> <p>Duration: 10 minutes at 100 wpm  Transcription: 40 minutes –English</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>i) Knowledge of Computer applications.</li> <li>ii) Proficiency in English and good communication skills.</li> <li>iii) Hindi Stenography (55 wpm) and Typewriting (Higher or Senior Certificate).</li> </ol>
13	Senior Technical Assistant (Networking/Computer)	<b>Age limit:</b> 30 Years
		<p><b>Essential Qualification:</b></p> <p>B.E./B.Tech. Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with First class and with 3 years' relevant Experience.  [OR]  M.C.A. from a recognized University with First class having 2 years' relevant experience.  [OR]  M.Sc., Computer Science from a recognized University with First class having 3 years' relevant experience.</p> <p><b>Desirable:</b>  Cisco Certified Network Associate (CCNA) or equivalent certification with one year relevant experience.</p> <p><b>Deputation:</b>  From Technical Assistants (Network / Computer) with 5 years' of regular service in Level of 5 of Pay Matrix.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

14	<b>Senior Technical Assisant (Science)</b> <b>Department:</b> * Chemistry * Ecology	<b>Age limit:</b> 30 years  <b><u>Essential Qualification:</u></b> M.Sc. in the relevant Science subjects (Chemistry/Ecology) with 55% of marks with 3 years' experience in relevant Science Laboratory. <b><u>Desirable:</u></b> i) Experience in handling laboratory equipment and computers. ii) Good communication skills in English and Hindi
15	<b>Professional Assistant</b>	<b>Age limit:</b> 30 years  <b><u>Essential Qualification:</u></b> Master's degree in Library & Information Science from a recognized University /Institution with two years' experience in the relevant field in a university/research establishment/Central/ State Govt./ PSU or autonomous bodies' library.  <b>OR</b> i. Bachelor's degree in Library/ Library & Information Sciences from a recognized University /Institution. ii. Three years experience in the relevant field in a university/research establishment /Central /State Govt./ PSU or autonomous bodies' library. iii. PG Diploma in Library Automation and Networking or PGDCA or equivalent.
16	<b>Instructor (Drama)</b>	<b>Age limit:</b> 30 years  <b><u>Essential Qualification:</u></b> Masters degree in Drama and Theatre Arts / Performing Arts or equivalent from a recognized university with 55 percent of marks and equivalent grade.  <b><u>Experience and Specialisation required:</u></b> Should have minimum two years teaching experience in the following field of specialization and have ability to handle practical classes.  <b><u>Post 1:</u></b> Should have teaching experience in technical subjects like Lighting, Setting , Costume, Makeup and Stage Management, Experience in designing lighting for Plays, Musical and Dance Programmes.  <b><u>Post 2:</u></b> Should have teaching experience in Theatre Games / Film Acting / Children's Theatre / Field Experience in Feature Films and Digital Film Making.

17	Hindi Translator	<p><b>Age limit: 30 Years</b></p> <p><b><u>Essential Qualification:</u></b></p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p><b><u>Desirable:</u></b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p> <p><b><u>Deputation:</u></b> Officers from the Central Govt./ State Govt./University System or other similar organizations holding analogous posts;</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years' service in posts in Level 5/ 4 or equivalent;</p> <p style="text-align: center;"><b>OR</b></p> <p>with eight years' service in posts in Level 2 or equivalent.</p> <p style="text-align: center;"><b>AND</b></p> <p>Possessing educational and other qualifications as prescribed for direct recruits.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
18	Semi Professional Assistant	<p><b>Age Limit: 30 Years</b></p> <p><b><u>Essential Qualification:</u></b></p> <p>a. Any degree with Bachelor of Library and Information Science.</p> <p>b. Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>c. Two years experience of working in Library</p>



19	Pharmacist	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. A Bachelor's degree in Pharmacy from a recognized University/Institution approved by the Pharmacy Council of India.</li> <li>ii. Registered as Pharmacist under the Pharmacy Act, 1948.</li> </ol> <p><b>Experience:</b> At least 3 years' relevant working experience.</p> <p><b>Deputation/Absorption:</b> From persons in equivalent grade/cadre in Central/State Govt. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed for direct recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
20	Assistant	<p><b>Age limit:</b> 30 Years</p> <p><b>Essential Qualificaiton:</b></p> <ol style="list-style-type: none"> <li>(1) A Bachelor Degree from recognized University/ Institutions</li> <li>(2) Two years' experience as LDC or equivalent cadre on regular basis in Central / State / Quasi Govt. / University / Research Institution / Autonomous organization, etc.</li> <li>(3) Typewriting Lower/Junior grade in English (30 WPM)</li> </ol> <p><b>Desirable:</b> Knowledge of Computer Operations</p>
21	Technician (Civil)	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <p>10<sup>th</sup> standard pass and ITI certificate in the requisite Trade with 5 years' experience</p>
22	Laboratory Assistant (Physics Department)	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <p>Bachelor's degree in Physical Sciences with at least 55% of marks from recognized University / Institute.</p> <p><b>Desirable :</b> Three years of experience in the relevant field.</p>
23	Junior Assistant	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. A Bachelor Degree from recognized University / Institutions</li> <li>ii. Typewriting Lower/Junior grade in English (35 wpm)/ Hindi (30 wpm)</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>i. Knowledge in Computer operations [MSWORD/Excel/...]</li> <li>ii. Typewriting in Tamil</li> </ol>
24	Hindi Typist	<p><b>Age limit:</b> 30 Years</p>
		<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. 10+2 or equivalent qualification from a recognized Board.</li> <li>ii. Hindi Typing @ 30 w.p.m. (30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</li> </ol> <p><b>Desirable:</b> Working knowledge of Computer</p>

**CONTRACT/TENURE BASIS (5 years):**

1	Director (DDE)	<p><b>Age limit: 55 years</b></p> <p><b><u>Essential Qualification:</u></b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of "B" in the UGC seven point scale.</p> <p>ii. Ph.D., in any discipline.</p> <p>iii. At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in Educational Administration.</p> <p>(or)</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p>(or)</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p>
2	Technical Officer – I (on Contractual basis) (5 year Tenure basis)	<p><b>Age limit: 35 years</b></p> <p><b><u>Essential Qualification:</u></b></p> <p>M.Sc. / B.E / B.Tech. in Electrical / Electronics / Instrumentation or related area with at least 55% marks or its equivalent grade wherever applicable.</p> <p><b><u>Desirable :</u></b></p> <p>M.E/M.Tech./Ph.D. in Electrical / Electronics/ Instrumentation (or) related area.</p>
3	Technician Grade-IV (on contractual basis)	<p><b>Age limit: 30 years</b></p> <p><b><u>Essential Qualification:</u></b></p> <p>A Bachelor's Degree in Electronics / Electrical / Mechanical Engineering.</p> <p>[OR]</p> <p>Diploma in Electronics / Electrical / Mechanical Engineering with 3 years' relevant experience in industry/research laboratory / Higher Educational Institutions</p>