



QUALIFICATIONS FOR ADMINISTRATIVE STAFF

I QUALIFICATIONS & EXPERIENCE

<i>Assistant Registrar</i>	• Master's Degree with at least 55% Marks in Commerce/MBA (Finance), and minimum 3 years of experience preferably in an Educational Institution. • Proficiency in English language, computer skill, accounting, drafting, effectively managing the junior staff and liaisoning/coordination with appropriate authorities will be essential.
<i>Assistant Librarian</i>	• B.Lib/M.Lib degree(s) with minimum 2 years experience, preferably in an educational institution. • Higher academic/professional qualifications will be preferred. • Proficiency in English language, computer skill, drafting, effectively managing the junior staff and liaisoning/coordination with appropriate authorities will be essential.
<i>Office Assistant</i>	• Graduate with proficiency in computers, maintaining office records and command over English language are essential. Stenography skill is desirable.

II OTHER REQUIREMENTS

- Application has to be in the prescribed form. Applications not in the prescribed form or having incomplete details are likely to be rejected.
- Duly filled in application form can either be submitted online or in person at the Institute's address mentioned above.