

**NATIONAL INSTITUTE OF TECHNOLOGY,
KURUKSHETRA-136119**

PRESCRIBED QUALIFICATIONS FOR NON-TEACHING STAFF

Sr. No.	Name of the Post	Qualifications for Direct Recruitment	Qualifications for Promotion Recruitment
1.	REGISTRAR	<p><u>Essential:</u> i) Master Degree in Arts, Science or Commerce or a Bachelor Degree in Engg. or Tech. or Law. ii) Not less than 12 years Admn. Experience in a Govt. Office, Financial Organisation or Univ. or in any technological Institutions. Out of which not less than 7 years should be in a responsible position.</p> <p><u>Desirable:</u> i) Experience in Teaching and /or Law. ii) Experience in financial matters including budgeting and accounts. iii) Experience in Organizing Committee meeting and connected work.</p>	
2.	DEPUTY REGISTRAR (ACAD.)	<p><u>Essential:</u> i) Degree of a recognised University with atleast eight years experience relating to Academic work such as Admissions, Exam. and students affairs in a supervisory capacity in an Engg. College/Indian Instt. of Tech./ or Tech. University.</p> <p><u>Desirable:</u> Master Degree</p>	
	DEPUTY REGISTRAR (ESTABLISHMENT, GENERAL ADMN., PURCHASE, ESTATE, MANAGEMENT AND LEGAL CASES)	<p><u>Essential:</u> i) A Degree of a recognized Univ. with atleast eight years experience relating to Establishment, Administration, Purchases, Estate Management and legal work in a supervisory capacity. OR A Degree of a recognized Univ. with atleast eight years experience as a practicing lawyer.</p> <p><u>Desirable:</u> Master Degree</p>	
	DEPUTY REGISTRAR (ACCOUNTS)	<p><u>Essential:</u> i) Graduate having passed SAS Exam. or Divisional Accountant's Exam. OR MA/First Class B.Com. with atleast 8 years experience as an accountant and auditor.</p> <p><u>Desirable:</u> Master Degree in Commerce. Experience in Educational Instt. in a Government office.</p>	
3.	WORKSHOP SUPDT.	<p><u>Essential:</u> Degree in Mechanical Engineering or equivalent with about one year practical training and five years experience in</p>	

		workshop in a responsible capacity covering Production Planning, Estimating Production Control and Control of Labour. <u>Desirable:</u> Teaching experience.	
4.	DIRECTOR OF SPORTS	i) A Master's Degree in Physical Education (High Second Division) with diploma in sports coaching from a recognised Institution. OR A Master's degree in Physical Education (High 2 nd Class) with a record of having represented his University at the inter-university level/ State in the National Championship. iii) Experience in organising names and sports (as exemplified in handling of about half a dozen teams in a year in his Institution and their participation in University/ Inter College Tournaments and ability to encourage mass participation in games and sports.	
5.	LECTURER PHYSICAL EDUCATION	i) A Master's Degree in Physical Education (High Second Division) with diploma in sports coaching from a recognised Institution. OR A Master's degree in Physical Education (High 2 nd Class) with a record of having represented his University at the inter-university level/ State in the National Championship. iii) Experience in organising names and sports (as exemplified in handling of about half a dozen teams in a year in his Institution and their participation in University/ Inter College Tournaments and ability to encourage mass participation in games and sports.	
6.	MEDICAL OFFICER	M.B.B.S with five years experience in Government Hospitals or in Hospitals of good repute. The candidate should be registered with Medical Council of India/Haryana.	
7.	LADY MEDICAL OFFICER	M.B.B.S with five years experience in Government Hospitals or in Hospitals of good repute. The candidate should be registered with Medical Council of India/Haryana.	
8.	LIBRARIAN	i) Master' degree in Library Science/ Information Science/ Documentation with atleast 55% marks or its equivalent grade and a consistently good academic record. ii) One year specialisation in an area of Information Technology Archives and Manuscript keeping Master's degree in an area of Thrust in the Institution. iii) Eight years experience as an Assistant	

		University Librarian/ College Librarian; and iv) Evidence of Innovative Library Services, published work and Professional Commitment. <u>Desirable:</u> M.Phil/ Ph.D. Degree in Library Science, Information Science/ Documentation, Archives and Manuscript keeping.	
9.	ASSISTANT LIBRARIAN	Graduate with Master's Degree in Library Science or Master's Degree in Library Science. Atleast Second Division in each degree.	Graduate with Bachelor's degree in Library Science with seven years experience in the Institute Library.
10.	FOREMAN (CIVIL)	i) 3 years Diploma in Civil Engg./ Trade or equivalent with atleast 10 years practical experience out of which 5 years should be in a supervisory capacity. OR Bachelor's Degree in Civil Engg. or equivalent with atleast 2 years practical experience. The practical experience for Diploma Holders as well as degree holders has to be in the relevant field in Govt./ Semi Govt./ Engg./ Technological/ Organisations/ Autonomous Bodies/ University/ Industrial Organisations incorporated in the Indian Companies Act of 1956. ii) Preference will be given to candidates who have experience of importing instructions to students in Engg./ Technological Organisations. Note: A candidate who is working in an Industrial Organisation is required to enclose a certificate issued by his Employer that his Organisation is incorporated in the Indian Companies Act of 1956 failing which his application shall not be considered.	
	FOREMAN (MECHANICAL)	i) 3 years Diploma in Mechanical Engg. Trade or equivalent with atleast 10 years practical experience out of which 5 years should be in a Supervisory capacity. OR Bachelor's Degree in Mechanical Engg. or equivalent with atleast two years practical experience. The practical experience for Diploma Holders as well as Degree Holders has to be in the relevant filed in workshop of Govt./ Semi Govt./ Engg./ Technological Organizations/ Autonomous Bodies/ University/ Industrial Organizations incorporated in the Indian Companies Act of 1956. ii) Preference will be given to candidates who have experience of imparting instructions to students in Engg. / Technological Organisation. Note: A candidate who is working in an Industrial Organisation is required to enclose a certificate issued by his employer that his Organisation is incorporated in the	

		Indian Companies Act of 1956, failing which his application shall not be considered.	
	FOREMAN (ELECTRICAL)	<p>i) 3 years Diploma in Electrical Engg./ Trade or equivalent with atleast 10 years practical experience out of which 5 years should be in a supervisory capacity.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Electrical Engg. or equivalent with atleast 2 years practical experience. The practical experience for Diploma Holders as well as Degree Holders has to be in the relevant field in workshops of Govt./ Semi-Govt./ Engg./ Technological Organisations/ Autonomous Bodies/ Universities/ Industrial Organisation incorporated in the Indian Companies Act of 1956.</p> <p>ii) Preference will be given to candidates who have experience of imparting instruction to students in Engg./ Technological Organisations and having proficiency in Electronics Engg.</p> <p>Note: A candidate who is working in an Industrial Organisation is required to enclose a certificate issued by his employer that his Organisation is incorporated in the Indian Companies Act of 1956, failing which his application shall not be considered.</p>	
11.	ASSISTANT REGISTRAR (ESTABLISHMENT)	<p>i) Second Class graduate or post graduate.</p> <p>ii) 6 years office experience in supervisory capacity dealing with establishment and preparation of agenda for managing bodies of Engg. College-Indian Instt. of Tech./ Technological University.</p>	
12.	STORES OFFICER	A Bachelor's Degree in Arts/ Science/ Commerce/Engg. or an overseer's diploma in Civil/Electrical/Mechanical from recognized University/ Board with atleast 5 years experience in Store purchase and Store management.	
13.	ESTATE OFFICER	<p><u>Essential:</u></p> <p>BE Degree in Civil Engg. with two years experience or Diploma in Civil Engg. with 10 years experience out of which atleast 5 years should be in construction/ maintenance relating to public health and building.</p>	
14.	LAND SCAPE OFFICER	<p>B.Sc. Agriculture with Specialization in Horticulture. Persons with experience will be preferred.</p> <p style="text-align: center;">OR</p> <p>B.Sc. Horticulture. Persons with experience will be preferred.</p>	
15.	DEPUTY SUPDT. TO DIRECTOR		Six years service as Sr. Stenographer/ Assistant/ Mess Manager-cum-Accountant/ Receptionist/ Cashier/Accounts Clerk/ Head Cashier. Should have speed of 100 WPM in English Shorthand and Transcription Speed for 20 WPM. Knowledge of English

			& Hindi of Matriculation standard.
	DEPUTY SUPDT. FOR (ACCOUNTS)	Graduate having passed SAS Exam. or Divisional Accountant Examination with four years experience in Supervisory Capacity in Accounts. Knowledge of Hindi of Matriculation standard.	Three years service as Junior Accountant. OR Six years service as Senior Stenographer/Assistant /Mess Manager-cum-accountant/Receptionist/Cashier/Head Cashier/ Accounts Clerk. Provided that no person can be promoted unless he has worked in the Accounts Branch as Assistant/Accounts Clerk/Cashier/ Head Cashier for at least a period of 2 years. Knowledge of Hindi of Matriculation standard.
	DEPUTY SUPDT. (GEN.ADMN, ACADMIC AND STORES)	Graduate with seven years experience in office work out of which four years in Supervisory Capacity. Knowledge of Hindi of Matriculation Standard.	Three years service as Junior Accountant. OR Six years service as Senior Stenographer/Assistant /Mess Manager-cum-accountant/Receptionist/Cashier/Head Cashier/ Accounts Clerk. Provided that no person can be promoted unless he has worked in the Establishment Branch (GA Section) or Stores Section or Academic Section as an Assistant for a period of 2 years. Knowledge of Hindi of Matriculation standard.
16.	SECURITY OFFICER	i) Matric/ Hr. Sec. from a recognised Board or University. ii) Ex-Military Personnel not below the rank of Subedar or from the Police Department, not below the rank of Inspector and having eight years experience out of which two years in security type of work. Knowledge of Hindi and English of Matriculation Standard.	
17.	JUNIOR ACCOUNTANT	B.Com. with 2 years experience in Supervisory Capacity in Accounts. Knowledge of Hindi of Matriculation standard.	3 years service as Assistant/ Mess Manager-cum-Accountant/ Receptionist/ Cashier/ Accounts Clerk/ Head Cashier. Provided further that no person can be promoted unless he has worked in Accounts Branch for one year. Knowledge of Hindi of Matriculation standard.
18.	HEAD CASHIER	Graduate with three years experience in Cash. Office/ Accounts work and some supervisory experience. Knowledge of Hindi of Matriculation Standard.	Seven years service as Junior Stenographer/ Clerk/ Jr. Storekeeper. Provided that a Jr. Stenographer can only be promoted if he has two years experience as a Clerk or Jr. Storekeeper in the College. Knowledge of Hindi of Matriculation standard.
19.	CASHIER	Graduate with three years experience in Cash office/ Accounts work and some supervisory experience. Knowledge of Hindi of Matriculation Standard.	Seven years service as Junior Stenographer/ Clerk/ Jr. Storekeeper. Provided that a Jr. Stenographer can only be promoted if he has two years experience as a Clerk or Jr. Storekeeper in the College. Knowledge of Hindi of Matriculation standard.
20.	ACCOUNTS CLERK	Graduate with three years experience in Cash office/ Accounts work and some supervisory experience. Knowledge of Hindi of Matriculation Standard.	Seven years service as Junior Stenographer/ Clerk/ Jr. Storekeeper. Provided that a Jr. Stenographer can only be promoted if he has two years experience

			as a Clerk or Jr. Storekeeper in the College. Knowledge of Hindi of Matriculation standard.
21.	ASSISTANT	Graduate with three years experience in Office work. Knowledge of Hindi of Matriculation standard.	Seven years service as Jr. Steno/Clerk/ Jr. Storekeeper/ Steno – Typist, Telephone Operator-cum-Receptionist.
22.	TELEPHONE OPERATOR-CUM-RECEPTIONIST	i) Matric- 1st Division ii) Fluent Speech (English and Hindi) with sharp hearing.	
23.	SENIOR STORE-KEEPER	Graduate with three years experience of Store Purchase. Knowledge of Hindi of Matriculation Standard.	Seven years service as Junior Storekeeper. Knowledge of Hindi of Matriculation Standard.
24.	SENIOR STENO-GRAPHER	Graduate with three years experience as Stenographer; 100 wpm in English Shorthand, Transcription Speed 20 wpm. Knowledge of Hindi of Matriculation Standard.	Two years service as a Junior Stenographer. Speed 100 WPM in English shorthand, Transcription speed 20 WPM. Knowledge of Hindi of Matriculation standard.
25.	JUNIOR STENO-GRAPHER	Matric 1st Division/ Higher Secondary 1st Division, 100 wpm in English Shorthand. Transcription speed 20 wpm. Knowledge of English, Hindi of matriculation standard.	i) Matriculation/Hr. Secondary. ii) Five years service in the lower or equivalent pay scale i.e. Clerk/Record Keeper, Store Munshi, Duplicating Machine Operator, Ferro Machine Operator, Gas Man, Lab. Asstt., Restorer, Daftri, Jamadar Peon, Cook-cum-Chowkidar, Lab. Attendant, Book Binder, Store Mate, Head Mali, Dafedar, Library Attendant, Jamadar Sweeper, Peon with Selection Grade, Shorthand Speed 100 WPM in English, Transcription Speed 20 WPM. Knowledge of English & Hindi of Matriculation Standard.
26.	JUNIOR STORE-KEEPER	Matric with 1st Division/ Higher Secondary 1st Division with two years experience of Store Purchase. Knowledge of English and Hindi of Matriculation standard.	(i) Matriculation/Higher Sec. (ii) Five years service in a lower or equivalent pay scale i.e. Clerk, Store Munshi, Duplicating Machine operator, Ferro Machine Operator, Gas Man, Lab. Assistant, Restorer, Daftri, Jamadar Peon, Cook-cum-Chowkidar, Lab. Attendant, Book Binder, Store Mate, Head Mali, Dafedar, Library Attendant, Jamadar Sweeper, Peon with Selection Grade. (iii) Passes a written test of maintenance of Store records, stock records, stock registers, Store accounts.
27.	CLERK	i) Matric 1st Division/ Higher Sec. 2 nd Div./ Intermediate 2 nd Division/ Graduate or equivalent (for ex-serviceman Matric only). ii) Knowledge of Hindi and English upto Matric Standard. iii) Hindi/ English typing at a speed of 25/30 words per minutes respectively.	Matriculation/Higher Secondary with five years service in an equivalent or lower post in the College. Speed in Hindi/English typing at a speed of 25/30 words per minute respectively. Those who fail to qualify the prescribed tests will have to pass the tests within one year. However, if they pass type test after one year, they will get annual increment with effect from the date they qualify the tests.
28.	DUPLICATE MACHINE OPERATOR	Matric 1st Division with one year experience. Knowledge of English and Hindi of Matriculation standard.	(i) Three years service in a lower or equivalent pay scale i.e. Store Munshi, Ferro Machine Operator, Gas Man, Lab.

			Assistant, Restorer, Daftri, Jamadar Peon, Cook-cum-Chowkidar, Lab. Attendant, Book Binder, Store Mate, Head Mali, Dafedar, Library Attendant, Jamadar Sweeper, Peon with Selection Grade. (ii) Knowledge/experience of operating a Duplicating Machine. (iii) To pass a qualifying Departmental test of reading/writing Hindi and English.
29.	STENO - TYPIST	Matric with 1st Division/ Higher Secondary 2 nd Division / Intermediate 2 nd Division/ Graduate or equivalent. 80 wpm Speed in English/ Hindi Shorthand, transcription speed 20 wpm in English and Hindi. Knowledge of English and Hindi of Matriculation standard.	
30.	STORE MUNSHI	Matric 1st Div./ Higher Secondary 1st Div. with one year experience. Knowledge of Hindi and English of matriculation standard.	Matriculation/ Hr. Secondary Five years service as Store-Mate/ Store Helper. Knowledge of English and Hindi of Matriculation Standard.
31.	RESIDENT LADY WARDERN	At least Graduate. Preference to those having post-graduate degree. Only married ladies are eligible.	
32.	MATRON	Matriculation with experience of working Girls Mess of the College Hostels.	
33.	DRIVER	Ability to read and write Hindi and English with two years experience Must possess driving licence of heavy/light vehicle.	
34.	DAFTRI	Matric 1st Division with one year experience in office work. Knowledge of English and Hindi of Matriculation standard.	Middle passed with knowledge of Hindi and English with three years experience as Peon in the college.
35.	JAMADAR PEON (SENIOR PEON)	Matriculation.	Knowledge of Hindi and English.
36.	COOK-CUM-CHOWKIDAR	Ability to read and write Hindi and English. Ability to cook well.	
37.	DAFEDAR	Matric. Knowledge of Hindi and English of matriculation standard.	Five years experience as Chowkidar in the College.
38.	STORE-MATE	Matric and one year experience in handling stores. Knowledge of Hindi and English of Matriculation standard.	Five years service in an equivalent or lower post, ability to read and write Hindi.
39.	GUEST-HOUSE-HELPER	Middle should know cooking and be able to serve guests.	
40.	FARASH	Middle standard pass.	
41.	STORE-HELPER	Matriculation.	
42.	GROUNDS-MAN	Two year's experience of gardening.	
43.	CHOWKIDARS	Middle standard pass.	
44.	PEONS	Matriculation.	
45.	VEHICLE CLEANERS	Middle standard pass.	
46.	FARASH-CUM-ATTENDANTS	Middle standard pass.	
47.	SR. LIBRARY ASSISTANT	BA and B. Lib. Sc. (with atleast Second Division) plus three year's experience in a Library of Engg. College/ University.	(i) Graduate with Certificate in Library Science. OR Matric with Certificate/Diploma in Library

			Science from a recognised University. (ii) Ten years experience in the Institute on the post of Counter Assistant.
48.	COUNTER ASSISTANT	Graduate with certificate in Library Science. OR Matric with Diploma in Library Science from a recognised University or equivalent. OR Matric with Certificate in Library Science and five years experience.	Graduate with Certificate in Library Science OR Matric with Diploma in Library Science from a Recognised University or equivalent. OR Matric with Certificate in Library Science and five years experience.
49.	RESTORER	Matric with Certificate in Library Science and one year's experience.	Matric with three years experience as Library Attendant.
50.	BOOK BINDER	Matric with one year's experience.	
51.	XEROX OPERATOR	Matric with two year's experience of Xerox/ Photostat machine.	
52.	LIB. ATTENDANT	Matric with one year's experience.	Matric with one year experience in a lower or equivalent pay scale i.e Daftri, Jamadar, Peon, Cook-Cum-Chowkidar, Lab. Attendant, Book Binder, Store Mate, Dafedar, Head Mali, Jamadar Sweeper, Peon with Selection Grade, Peon, Store Helper, Chowkidar, Mali, Fitter Mazdoor, Mazdoor, Sewerman, Farash-cum-Attendant, Groundsman, Chowkidar-cum-Mali.
53.	LIBRARY CLEANERS	Middle standard pass.	
54.	PHARAMACIST	Matric with Diploma in Pharmacy.	
55.	STAFF NURSE	i) Matric and should be registered as 'A' grade Nurse with Haryana Nurse Registration Council or B.Sc. (Nurse). ii) Hindi upto Matric standard. iii) Preference will be given to person who can handle the job of X-rays and ECG Machines. The person concerned will have to do these jobs in the Health Centre.	
56.	LAB. TECHNICIAN	i) Matric with Science. ii) One Year's experience of Lab. Technician from Regional Public Health Lab. Karnal or Rohtak or its equivalent. iii) Preferably with 2 years experience of having worked as Lab. Asstt. in a recognised Institute in Haryana State.	
57.	DRESSER	Matric with one year's experience.	
58.	FEMALE ATTENDANT	Matric and certificate in Ancillary Nursing.	
59.	HEALTH WORKER-CUM-PEON	Matric with one year experience in Clinic or Nursing Home of Repute.	
60.	JUNIOR ENGINEER (CIVIL & MECH.)	1st Class Diploma in Civil Engg. / Mech. Engg. with two years practical experience of Building Construction/ Civil works Maintenance/ Water Supply system. Knowledge of English and Hindi of Matriculation standard.	
	JUNIOR ENGINEER (ELECT. MTC.)	Three years Diploma in Electrical Engg. with 5/8 years experience in Electrical Installations and Maintenance including the maintenance of Air-	

		conditioners, Water coolers etc. Persons having and retired from Elect. Board/ PWD (B&R Electrical wing) Industrial houses will also be considered.	
61.	ELECTRICIAN	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI certificate in the concerned trade with two years experience. Knowledge of English and Hindi of Matriculation standard.
62.	PLUMBER	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI certificate in the concerned trade with two years experience. Knowledge of English and Hindi of Matriculation standard.
63.	CARPENTER	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI certificate in the concerned trade with two years experience. Knowledge of English and Hindi of Matriculation standard.
64.	MASON	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI certificate in the concerned trade with two years experience. Knowledge of English and Hindi of Matriculation standard.
65.	PUMP DRIVER	ITI Certificate with not less than 75% marks in Mechanical trade with two year's experience.	ITI Certificate in Mechanical Trade with two years experience.
66.	FITTER	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI Certificate in the concerned trade with two years experience. Knowledge of English and Hindi of Matriculation Standard.
67.	ASSTT. PUMP DRIVER	Middle standard pass and one year experience of operating Electrical and Diesel Engines.	Middle Standard Pass and one year experience of operating Electrical and Diesel Engines.
68.	ASSTT. FITTER	Middle Standard pass with one year's familiarity with the work of a Fitter.	
69.	TRADESMAN MATE	Middle standard pass.	
70.	HEAD MALI	Ability to read and write. Three year's experience of gardening.	Five years service as a Mali in the Institute.
71.	JAMADAR SWEEPER	Ability to read and write Hindi.	Five years service as Sweeper. Ability to read and write Hindi.
72.	CHOWKIDAR -CUM-MALI	Ability to read and write Hindi One year's experience of gardening.	
73.	SWEEPER	-	
74.	SEWERMAN	-	
75.	MALI	Two year's experience of gardening.	
76.	SYSTEM ANALYST	(i) B.Tech (CSE) (ii) B.Tech (Non-CSE) Experience in computing. (iii) M.Sc. (Physical Science) with two years experience in Computing. (iv) M.Sc. (Physical Science) DCA with one year experience in computing. (v) MCA.	
77.	PROGRAMMER	(i) B.Tech (CSE) (ii) B.Tech (Non-CSE) Experience in computing. (iii) M.Sc. (Physical Science) with two years experience in Computing. (iv) M.Sc. (Physical Science) DCA with one year experience in computing. (v) MCA.	
78.	SUPERVISORS	i) Matric with Diploma in Ist Division of three	Matric with ITI Certificate in the trade and

		<p>years duration in the concerned Engg. Discipline.</p> <p style="text-align: center;">OR</p> <p>ii) Matric with Supervisor's Apprenticeship Course of atleast 5 years duration with Railways, Defence or other major industrial concern and 3 years experience.</p> <p>OR</p> <p>iii) Matric with ITI certificate with not less than 75% marks and ten years experience. Knowledge of English and Hindi of Matriculation standard.</p>	<p>six years experience as Tech. Grade 'A'. All posts which are required to be filled up by promotion may be filled up without relaxing the prescribed qualifications i.e. the educational qualifications for promotion to the post of Supervisors. If no such internal candidates are available, the posts may be considered open and be filled by direct recruitment.</p>
	SUPERVISOR (APPLIED SCIENCE)	M.Sc. in Chem./Phy. or B.Sc. 2 nd Class and two years Laboratory Experience.	
79.	SENIOR DRAFTSMAN	<p>i) Matric with Diploma in Ist Div. In Civil Engg./ Mech. Engg. and 4 years experience.</p> <p style="text-align: center;">OR</p> <p>ii) Matric with ITI Certificate with not less than 75% marks in Mech. Engg. or Civil Engg. Draftsmanship and 8 years experience. Knowledge of English and Hindi of Matriculation Standard.</p>	Four years service as Assistant Draftsman in the Institute. Knowledge of English & Hindi of Matriculation Standard.
80.	ASST. DRAFTSMAN	<p>i) Matric with Diploma in Ist Div. in Civil Engg./ Mech. Engg.</p> <p style="text-align: center;">OR</p> <p>ii) Matric with ITI certificate with not less than 75% marks with 5 years experience. Knowledge of English and Hindi of Matric standard.</p>	Matric with 10 years service as Tracer in the College.
81.	TECHNICIAN GRADE 'A'	<p>i) Matric with Diploma in Ist Div. of three years duration in the concerned Engg. Discipline.</p> <p style="text-align: center;">OR</p> <p>ii) Matric with ITI Certificate with not less than 75% marks in the relevant trade and five years experience. Knowledge of English and Hindi of Matriculation Standard.</p>	<p>Matric with ITI in the Trade and five years service as Technician Grade 'B'. All posts which are required to be filled up in future by promotion be filled up without relaxing the prescribed qualifications, i.e. educational. If no such internal candidates are available, the posts may be considered open and be filled by direct recruitment.</p>
82.	TECHNICIAN GRADE 'B'	Matric with ITI certificate with not less than 75% marks and two year's experience. Knowledge of English and Hindi of Matriculation Standard.	<p>Matric with ITI certificate and two years experience as Laboratory Attendant, Survey Helper/ Gas Plant Helper, Cleaner, Lab Asstt., Gasman.</p> <p>All posts which are required to be filled up in future by promotion be filled up without relaxing the prescribed qualifications, i.e. educational. If no such internal candidates are available, the posts may be considered open and be filled by direct recruitment.</p>
83.	TRACER	<p>i) Matric with two year's experience.</p> <p style="text-align: center;">OR</p> <p>ii) Matric with certificate in Draftsmanship. Knowledge of English and Hindi of Matriculation Standard.</p>	
84.	FERRO-MACHINE	Matric with five year's experience. Knowledge of English and Hindi of	Matric with five years service in a lower or equivalent pay scale i.e. Store Munshi,

	OPERATORS	Matriculation standard.	Duplicate machine operator, Gasman, Lab. Assistant, Restorer, Daftri, Jamadar, Peon, Cook-cum-Chowkidar, Lab. Attendant, Book Binder, Store Mate, Head Mali, Dafedar, Lib. Attendant, Jamadar Sweeper, Peon with Selection Grade. Knowledge of Hindi and English of Matriculation Standard.
85.	LAB ASSISTANT	Matric with Science with five year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with five years service in a lower or equivalent pay scale i.e. Store Munshi, Duplicating Machine Operator, Ferro Machine Operator, Gas Man, Restorer, Daftri, Jamadar Peon, Cook-cum-Chowkidar, Lab. Attendant, Book Binder, Store Mate, Head Mali, Dafedar, Library Attendant, Jamadar Sweeper, Peon with Selection Grade. Knowledge of Hindi and English of Matriculation standard.
86.	GASMAN	Matric with Science and five year's experience. Knowledge of English and Hindi of Matriculation standard.	
87.	LAB-ATTENDANTS (DEPTT./WORKSHOP)	Matric or ITI in the Trade.	Matric with 3 years service in the Institute in a lower or equivalent pay scale i.e. Daftri Jamadar Peon, Cook-cum-Chowkidar, Book-Binder, Store-Mate, Head Mali, Dafedar, Lib. Attendant, Jamadar Sweeper, Peon, Store Helper, Chowkidar, Farash, Sweeper, Gas Plant Helper, Cleaner, Mali, Fitter Mazdoor, Mazdoor, Sewerman, Farash-cum-Attendant, Groundsman, Chowkidar-cum-Mali.
88.	SYSTEM ATTENDANT	Matric with ITI Certificate in Electronics or allied trade with not less than 75% marks. Knowledge of English and Hindi of Matriculation standard. Relaxation in %age of marks in case of otherwise experienced persons.	Matric with ITI certificate in Electronics or allied Trade. Knowledge of Hindi and English of Matriculation standard.
89.	GAS PLANT HELPER	Middle Standard Pass.	

Workcharged- made- Regular (Personal Posts)

(As per the Haryana Government Instructions to regularize the services of Workcharged/Daily wage workers)

90.	PAINTER	Middle standard pass.	
91.	PLUMBER	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI Certificate in the concerned trade with two years experience. Knowledge of English & Hindi of Matriculation Standard.
92.	ASSTT. PUMP DRIVER	Middle standard pass and one year experience of operating Electrical and Diesel Engines.	Middle Standard Pass and one year experience of operating Electrical and Diesel Engines.
93.	CARPENTER	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI Certificate in the concerned trade with two years experience. Knowledge of English & Hindi of Matriculation Standard.
94.	ELECTRICIAN	Matric with ITI certificate with not less than 75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	Matric with ITI Certificate in the concerned trade with two years experience. Knowledge of English & Hindi of Matriculation Standard.
95.	MASON	Matric with ITI certificate with not less than	Matric with ITI Certificate in the concerned

		75% marks with one year's experience. Knowledge of English and Hindi of Matriculation standard.	trade with two years experience. Knowledge of English & Hindi of Matriculation Standard.
96.	BELDAR	----	
97.	MALI	Two year's experience of gardening.	

**Qualifications for making recruitment of Assistant Professor in
Engineering & Technology.**

Ph.D. degree with the first class at Master's level as well as first class at Bachelor's level in the appropriate branch of Engineering/Technology with 2 years experience in Teaching/Industry/Research at the level of Lecturer or equivalent.

Qualification & Experience
for Candidates from
Industry & Profession

Candidates from Industry/Profession
with first class Master's Degree & First
class Bachelor's degree in the
appropriate branch of
Engineering/Technology

AND

Professional work, which is significant
and can be recognized as equivalent to
Ph.D degree and with 2 years
experience at a position equivalent to
lecturer level would also be eligible.

**Qualifications for making recruitment of Assistant Professor in
Humanities & Sciences.**

Ph.D degree with 1st Class at Master's level in appropriate branch of Humanities and Sciences with 5 years experience in Teaching and/or Research excluding the period spent for obtaining the degree and has made some mark in the area of Scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.