

## Schedule II : Eligibility Conditions for Direct Recruitment & Internal Selections

( Irrespective of the designations, the nature of work is taken in to account to fix the strengths of each cadre in the following table)

Level	Name of the Post	Eligibility Conditions
L9	Registrar/Director	<p><b>a) Educational Qualification:</b> Must possess any Post-Graduate Degree from a recognised University. Ph.D in any discipline is desirable.</p> <p><b>b) Age Limit:</b> 55 years.</p> <p><b>c) Minimum 25 years of administrative experience in Higher Educational Institutions/Public Sector Undertakings/Semi-Governmental Organisations.</b></p>
L9	Joint Registrar	<p><b>a) Educational Qualification:</b> Must possess any Post-Graduate Degree from a recognised University. Ph.D in any discipline is desirable.</p> <p><b>b) Age Limit:</b> 55 years.</p> <p><b>c) Minimum 25 years of administrative experience in Higher Educational Institutions/Public Sector Undertakings/Semi-Governmental Organisations.</b></p>

Level	Name of the Post	Eligibility Conditions
L8	Deputy Registrar	<p><b><u>For Promotion :</u></b></p> <p><b>a) Educational Qualification:</b> Must possess any Master's degree from a recognised University.</p> <p><b>b) Must have rendered not less than 7 years of service as Assistant Registrar.</b></p> <p><b>c) Must qualify in the written test conducted by the university followed by selection from the selection committee.</b></p> <p><b><u>For Direct Recruitment :</u></b></p> <p><b>a) Educational Qualification:</b> Must possess any Post-Graduate Degree from a recognised University. Ph.D in any discipline is desirable.</p> <p><b>b) Age Limit: 50 years.</b></p> <p><b>c) Minimum 25 years of administrative experience in Higher Educational Institutions/Public Sector Undertakings/Semi-Governmental Organisations.</b></p>

Level	Name of the Post	Eligibility Conditions
L7	Assistant Registrar	<p><b><u>For Promotion :</u></b></p> <p><b>a) <u>Educational Qualification:</u></b>  Must possess any Master's degree from a recognised University.  b) Must have rendered not less than 7 years of service as Senior Manager.  c) Must qualify in the written test conducted by the university followed by selection from the selection committee.</p> <p><b><u>For Direct Recruitment:</u></b></p> <p><b>a) Educational Qualification:</b>  Must possess any Post-Graduate Degree from a recognised University. Ph.D in any discipline is desirable.  <b>b) Age Limit:</b> 50 years.  c) Minimum 20 years of experience in any Higher Educational Institution/Organisation is essential.</p>

Level	Name of the Post	Eligibility Conditions
L6	Senior Manager	<p><b><u>For Promotion :</u></b></p> <p>a) Educational Qualification: Must possess any Master's degree from a recognised University.</p> <p>b) Must have rendered not less than 7 years of service as Manager.</p> <p>c) Must qualify in the written test conducted by the university followed by selection from the selection committee.</p> <p><b><u>For Direct Recruitment:</u></b></p> <p>a) <b>Educational Qualification:</b> Must possess any Master's degree from a recognised University.</p> <p>b) <b>Age Limit:</b> 45 years.</p> <p>c) Computer knowledge is essential.</p> <p>d) At least 20 years of relevant experience in any establishment is essential.</p>

Level	Name of the Post	Eligibility Conditions
L5	Manager	<p><b><u>For Promotion :</u></b></p> <p>a) <b><u>Educational Qualification:</u></b> Must possess any Master's degree from a recognised University.</p> <p>b) Must have rendered not less than 7 years of service as Deputy Manager.</p> <p>c) Must qualify in the written test conducted by the university followed by selection from the selection committee.</p> <p><b><u>For Direct Recruitment:</u></b></p> <p>a) <b><u>Educational Qualification:</u></b> Must possess any Master's degree from a recognised University.</p> <p>b) <b>Age Limit:</b> 40 years.</p> <p>c) Computer knowledge is essential.</p> <p>d) At least 18 years of experience in a ministerial/clerical post in any establishment is essential.</p>

Level	Name of the Post	Eligibility Conditions
L4	Deputy Manager	<p><b><u>For Promotion :</u></b>  Must have rendered not less than 8 years of service as Assistant Manager.  Must qualify in the written test conducted by the university followed by selection from the selection committee.</p> <p><b><u>For Direct Recruitment:</u></b>  <b>a) Educational Qualification:</b>  Must possess any Post graduation degree from a recognised University. Master's degree in any discipline from a recognised University is desirable.  <b>b) Age Limit:</b> 40 years.  <b>c) Computer knowledge</b> is essential.  <b>d) At least 15 years of relevant experience</b> in any establishment is desirable.</p>

Level	Name of the Post	Eligibility Conditions
L3	Assistant Manager	<p><b><u>For Promotion :</u></b></p> <p><b>a) <u>Educational Qualification:</u></b> Must possess any Bachelor's/Post Graduate degree from a recognised University.</p> <p><b>b) Must have rendered not less than 8 years of service as Senior Executive for UG degree holder.</b></p> <p><b>c) Must have rendered not less than 5 years of service as Senior Executive for PG degree holder.</b></p> <p><b><u>For Direct Recruitment:</u></b></p> <p><b>a) Educational Qualification:</b> Must possess any Post Graduate degree from a recognised University.</p> <p><b>b) Age Limit: 35 years.</b></p> <p><b>c) Computer knowledge is essential.</b></p> <p><b>d) At least 10 years of relevant experience.</b></p>

Level	Name of the Post	Eligibility Conditions
L2	<u>Senior Executive :</u>	<p><b><u>For Promotion :</u></b>  Must have rendered not less than 10 years of service as Executive.</p> <p><b>The appointment to this cadre henceforth shall be on contractual/out source basis.</b>  <b>The maximum tenure of contractual appointment shall not exceed 03 years.</b></p> <p>a) Educational Qualification:  Must possess any Bachelor's degree from a recognised University.</p> <p>b) Age Limit: 30 years.</p> <p>c) Computer knowledge is essential.</p> <p>d) At least 7 years of relavent experience.</p>
L1	Executive	<p><b>The appointment to this cadre henceforth shall be on contractual/out source basis.</b>  <b>The maximum tenure of contractual appointment shall not exceed 03 years.</b></p> <p>a) Educational Qualification:  Must possess any Bachelor's degree from a recognised University.</p> <p>b) Age Limit: 25 years.</p> <p>c) Computer knowledge is essential.</p> <p>d) At least 3 years of relavent experience.</p>