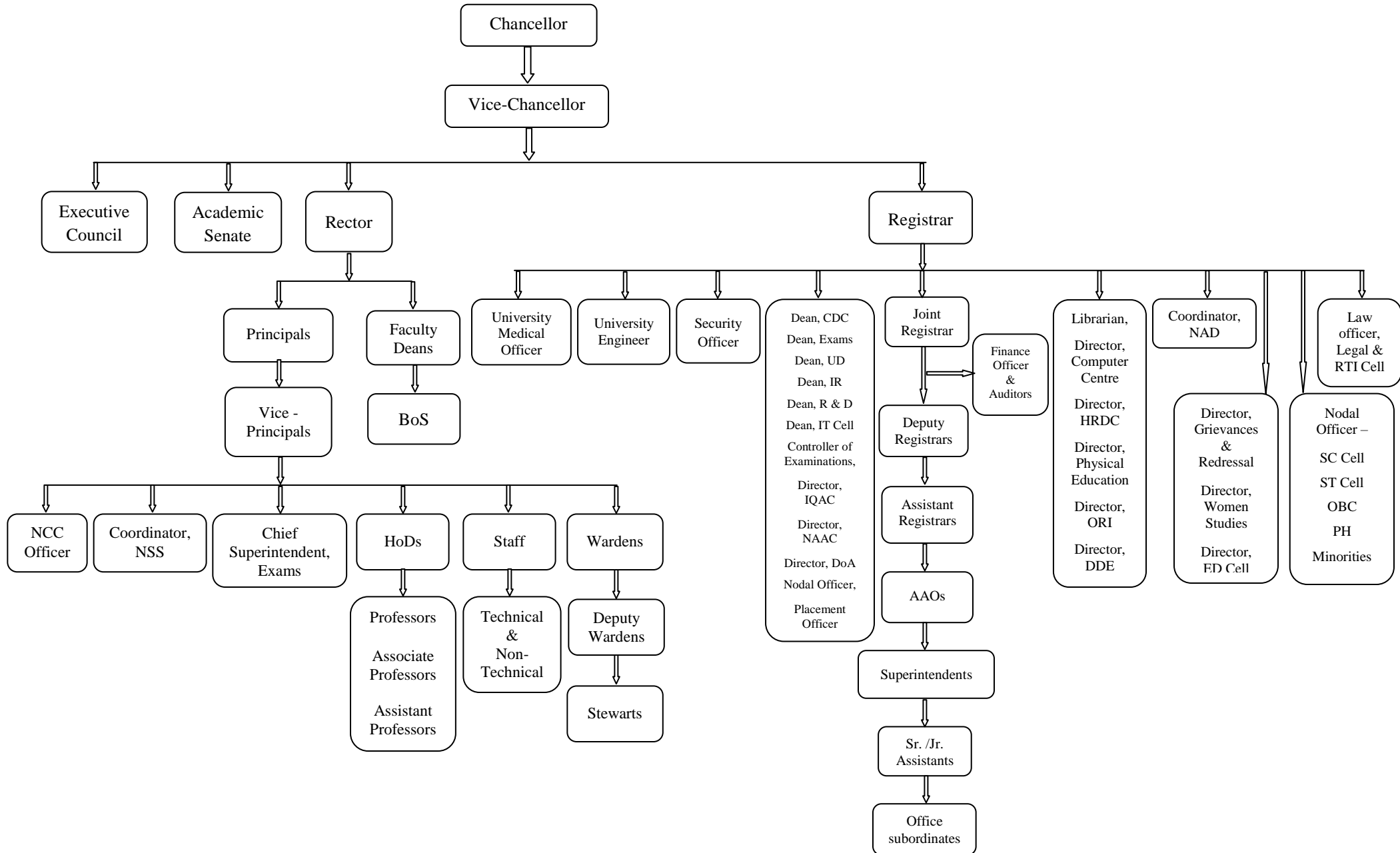


Organizational Chart of the Institution



Sl.No	Name of the Post	Qualifications prescribed under rules	Nature of Duties
1	Registrar	1. At least 15 years experience as lecturer and reader of which 5 years should be as Reader, with experience in educational administration.	The Registrar shall act as the Secretary of the Board of Management and Academic Senate. He shall exercise such powers and perform such duties as may be prescribed.
		2. Persons with comparable qualifications in research establishments and other institutions of higher education are also eligible.	It shall be the duty of the Registrar:- (i) to be the custodian of the records, common seal, and such other property of the University as the BOM may commit to his charge.
		3. Persons with 10 years of administrative experience and who have qualifications comparable to those required for appointment to the post a Reader will also be considered.	(ii) to conduct official correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
		4. In the case of internal candidates there can be relaxation of the above requirements.	(iii) to issue under the direction of the Vice-Chancellor, all notices, concerning meetings of the BOM, Academic senate, Board of studies and any committee thereof, and
			(iv) He shall, in the execution of his office be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by his in the performance of his official duties.
2	Finance officer	Qualification not mentioned in G.O .Ms.No.64 Edn. Dept., dt.5.3.92, relating to the appointment of the Finance officers in all the Universities in the state by the State	He shall maintain the accounts of the University and also advice the University on all matters relating to income and expenditure.

		Govt. (Copy enclosed)	
2(a)	One Dy. Registrar is working against the post of Finance Officer as at present.		<p>He is under the Control of the Registrar.</p> <p>He is incharge of Collage of Engg. Account & P.G. Centres A/cs., General A/c., Exams Account., Mis. Grants A/c.</p>
			Passing of salary bills of the above accounts, pension bills, examinations bills, scholarship bills, maintenance of cash books/ledger books/registers for recovery of various advances, he is Secretary of the Finance Committee.
			Supervise the works of the Asst. Registrars working in finance & Accounts Branch.
3	Controller of Examinations.		<p>He is under the control of the Registrar</p> <p>Conduct of Exams – Scrutiny of applications – preparation of rolls – preparation of question papers – issue of hall tickets – preparation of results – sending of marks statements/ candidates – issue of certificates – migration certificates ect., - conduct of convoys – preparation of degree certificates – furnishing of information to academic authorities – preparation of annual reports – preparation of ranks – sanction of ranks to the D.H.S for awarding national merit scholarship.</p>
4	Additional Controller of Examinations.		He will be under the direct control of controller of examinations and will assist controls of Examinations in all the centers relating to Examination branch as sanctioned above.
5.	Deputy controller of Finance and Accounts		He is under the control of the Registrar.

			<p>He is incharge of SVU College Account, Capital Account, GPF/Pension/ GIS Account, endowment account, passing of salary bills, loan bills, subscription bills, pension bills.</p> <p>Allotment of Quarters to the University Employees, Preparation of Budget and Revised Budget estimates every year. Reconciliation and compilation of accounts, preparation of annual account, passing of work bills.</p>
6	Deputy Registrar (Administration)		<p>He is the under the control of the Registrar</p> <p>He will assists the Registrar in all matters relating to the University Administration. i.e. appointments transfers /promotions /fixation of pay to the teaching and non teaching staff of the University. – implementation of various changes to the teaching and non teaching staff. – sanction of increments and leaves granting of lien / deputation duty leave etc., / pensions to the university employees matters relating to court – district Forums / suits / lokayukta or upaloka-yukta – house buildings loans / educational / festival / marriage / vehicle / cycle advances and loan to the eligible university employees – implementation of G.Os. relating to service matters – issue of general circulars – correspondence relating to study centers and P.G. centers, maintenance of confidential reports – perform such other duties as may be entrusted to his from time to time by the Registrar</p>
7	Deputy Registrar (Academic)		<p>Granting of affiliations to all Degree Colleges and P.G. Courses including professional colleges, maintenance of corpus fund of various affiliated colleges – Recognition of</p>

			<p>Autonomous colleges – Nomination of members on Governing bodies, Seletion committees of Affiliated colleges – Framing of rules, syllable, Test & Ref. Books for all the courses of the university – constitution of Government. Academic senate – UGC, Board of Studies of Both P.G. & combined and under Graduate & conducting of the meetings of those authorities – recognition of examinations conducted by the other Universities / bodies / institutions in India & abroad – conducting of Endoment Lectures and its printing work – Admission rules for three year Degree course, professional and P.G Courses of the University and affiliated colleges – combination of attendance relating to affiliated colleges in the University area and also from out-side University – Award of endowment scholarships/ recognition of research centers/ research guides/ doing research leading to Ph.D. – Information to AIU/ commonwealth Universities year book – Common entrance examinations – inclusion of colleges under UGC Act, - other information.</p>
6 (c)	Deputy Registrar (Special Cell)		<p>He is under the control of the Registrar</p> <p>Implementation of rule of reservation as per A.P. Govt. instructions – correspondence relating to SC/ST/BC/O.BC scholarships collection of data relating to admission of students in the University and affiliated colleges and sending the same to the UGC every year – Correspondence relating to purchase of books and equipment pertaining to all Departments of the</p>

			<p>University College – supply of uniforms to the Staff – Purchase of Medicines etc. to the SVU Health Centre – Stationery – Books Journals etc.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Registrar.</p>
7	Development Officer		<p>He is under the direct control of the Registrar.</p> <p>Correspondence relating to UGC / State Govt. / Other Funding Agencies – works relating to seminars / Scholarships/ Fellow-ships / workshops /conferences/ research schemes/projects/ deputation of teachers under unassigned grants/teachers exchange programmes / educational tours / purchase of books and equipment to the University College under plan grant – claiming of building grants / salaries of teaching staff from UGC – Grants relating to affiliated colleges – setting up of the Boards by AICTE – Nomination of Academicians – Preparation of Utilisation certificates of the Development Branch.</p> <p>Perform such other duties as may be entrusted to his from time to time by the Registrar.</p>
8	Asst. Registrar (Admn.)		<p>He is under the control of Deputy Registrar (Admin.) in all matters relating to University administration. – Record all entries in SRs of University employees. Receiving Tappal relating to Administration Branch.</p> <p>Perform such other duties as my be entrusted to him</p>

			<p>from time to time by the Deputy Registrar (Admn.)</p> <p>He is under the control of Dy. Registrar (Academic).</p> <p>Assist the DR(Academic) in all the matters relating to Academic Branch. Receiving Tappal relating to Academic Branch.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Dy. Registrar (Academic).</p>
9	Asst. Registrar (Academic)		
10.	Asst. Registrar (Exams) Asst. Controller of Exams		<p>He is under the control of Controller of Exams.</p> <p>Assist the C.E / Addl. C.E. in all matters relating to Examination Branch. Perform such other duties as may be entrusted to him from time to time by the controller of examinations.</p> <p>Perform such other duties as may be entrusted to his from time to time by the Controller of Examinations.</p>
11.	Asst. Registrar (Finance I), Finance (II) & Finance III)		<p>They are under the control of Dy. Registrars (Fin.I & Fin. II).</p> <p>Assist DRs in Finance & Accounts Branch.</p> <p>Performs such other duties as may be entrusted to him from time to time by the Dy. Registrars in Fin & Accounts, Branch.</p>

12.	Asst. Registrar (Development)		<p>He is under the control of Development Officer.</p> <p>Assist the Development Officer perform such other duties as may be entrusted to him by the Development Officer from time to time.</p>
13.	Assistant Registrar O/o the Principal, S.V.U. College of Arts and Sceinces, Tirupati.		<p>He is under the control of Principal, SVU College of Arts & Sciences.</p> <p>Assist the Principal in all matters relating to University college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVU College.</p>
14.	Assistant Registrar, O/o the Principal, SVU College of Engg., Tirupati		<p>He is under the control of Principal, SVU college Engg.,</p> <p>Assist the Principal in all matters relating to Engg. college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVUC of Engg.</p>
15.	Assistant Registrar (Engg. Department)		<p>He is under the control of the University Engineer, SV University, Tirupathi.</p> <p>Assist the University Engineer in all matters relating to Engg. Dept.</p> <p>Performs such other duties as may be entrusted to him from time to time by the University Engineer.</p>
	Assistant Controller of		He is under the control of controller of Examinations

	Examinations		<p>Assist the C.E / Addl. C.E. in all matters relating to Exams, Branch.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Controller of Examinations.</p>
	Asst. Admn. Officer, SVU PG Centre, Kavali.		<p>He is the under the control of special officer, SVU PGC, Kavali</p> <p>Assist the above Special Officer, in all matters relating to University / PG Centre Administration.</p> <p>Supervise the work of Staff under his control.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Special Officer, SVUPG Centre, Kavali</p>
	Asst. Admn. Officer, SVU PG Centre, Cuddapah		<p>He is the under the control of special officer, SVU PGC, Cuddapah.</p> <p>Assist the above Special Officer, in all matters relating to University / PG Centre Administration.</p> <p>Supervise the work of Staff under his control.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Special Officer, SVUPG Centre,</p>

			Cuddapah.
	Asst. Admn. Officer, SVUC Hostels for Men, Tirupati.		He is under the control of the warden – Assist the Warden in the matters of Admin and Accounts of the Hostel – Checking cash collection and P.A. Accounts – dropping of Audit objections – Preparation of Hostel Committee Agenda maintenance of all records of Hostels – work that may be entrusted to him from time to time by the authorities.
11	Superintendents		The Superintendents shall be under the Administrative control of their immediate superior officers – they will Assist the officers concerned in related matters entrusted to them. General supervision of work turned out by all assistance working under their control. Guidance to the assistances working under their control.
12	Secretary to Vice-Chancellor (Superintendent's cadre)		He is under the control of the Vice-Chancellor. Perform the duties as may be entrusted to him from time to time by the Vice-Chancellor
13	Secretary to The Registrar (Superintendent's cadre)		He is under the control of the Registrar. Perform the duties as may be entrusted to him from time to time by the Registrar
14	Senior Assistants		They are under the control of the respective Superintendents,. Besides attending clerical work

			entrusted to them, they will assist the superintendents in all the matters pertaining to the Section like furnishings of information to various bodies and institutions.
	School Manager (Senior Asst. cadre)		-do-
	Hostel Manager (Senior Asst. cadre)		-do-
	P.A. to Vice-Chancellor (Senior Asst. cadre)		-do-
14	U.D. Stenographer	Degree with Type writing & Short hand Higher Grade.	Perform the duty, as may be entrusted from time to time by the immediate superior officer attend the typing work/taking dictation work.
	Job- Receptionist UGC Post – (Senior Assistant level)	No Specific rules.	Perform the duties as may be entrusted from time to time by the Director, Computer Centre, SVU.
	Steno-Typist UGC Post	A) Academic Staff College – 1 post B) Dept. of Economics – 1 post	Perfrom the duties as may be entrusted from time to time by the immediate Superior Officers – attend the Typing work/taking dictation work.
15	Junior Assistants	Degree with Typewriting Higher Grade (English / Telugu)	He will be under the direct control of respective Supdt. And assist him in all the matters besides attending to the clerical work entrusted to him.
16	L.D. Stenographers	SSC or its equivalent with Typewriting & Shorthand in English by Lower Grade. Preference will be given to those possessing higher qualifications.	They will be under the control of respective officers. They will perform the duties as may be entrusted from time to time by their immediate superior officers. They will attend the typing work/taking dictation work.
17	Roneo Operator	Reneo Operator training course certificate	Operating the Electrical Duplicating machine and

		given by the fires like (1) M/s. Gestetner duplicator, Madras (2) Stencils & stencils Madras.	getting roneo copies as and when stenciled and required by the Sections.
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18	Record Assistants	<p>1) Passed I or II Fors with 6 years of service as Attender. or 2) Passed III from and no minimum service being insisted upon.</p>	Laboratory work in the colleges, keeping books/files in order in the record room library/Depts./ Sections.
19	Attenders	V Class passed knowing cycling	Attending the official work basing on the instruction given by the concerned Head of the Dept/ Institution/ Officer/ Section supdt. Etc.

Unit : NSS

<p>1.</p>	<p>University Programme Co-ordinator</p>	<p>1. A First or Second Class Mater's degree in Arts/Science/Commerce of this University or its equivalent. A higher academic degree will be preferred</p> <p>2. A Candidate should possess considerable drive personality and should be able to set personal example in organizing camps and conducting camps for the youth programmes.</p>	<p>1. Executes all instructions received from the Central Government/State Governmernt and the decisions of the State Level and University advisory committees relating to the NSS</p> <p>2. Ensures timely release of grants to the colleges., selection of programme officers, submission of accounts and reports to the Government, assist and guide NSS Units in formulation of useful and innovative projects and publications of NSS bulletins.</p> <p>3. Ensures that material/equipment/vehicles created out of NSS funds are exclusively used by the NSS personnel for NSS purpose</p> <p>4. Helps in organizing inter college camps, orientation and training programmes.</p> <p>5. Visits from time to time the NSS units and special camps for providing guidance and to ensures proper implementation of NSS programmes.</p> <p>6. Keeps liasion with the officials of the Regional Centres of the Department</p>
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			of Youth Affairs and Sports, Government of India and Officers of the State Government connected with NSS Programmes.
Unit – S.V.U Medical Helath Centre			
2.	Senior Medical Officer	<ol style="list-style-type: none"> 1. M.B.B.S 2. Should have registered in AP Medical Council 3. Should have completed 12 months of Intership 	<ol style="list-style-type: none"> 1. To attend to the Out-patient and In-patient work in the Health Centre during working hours. To attend to any emergency cells outside working hours with the help of Municipal Health Officer to give inoculations against the disease like cholera whenever necessary. To attend to the immunization Programmes for children 2. To supervise the work of the subordinate staff with the help of Junior Medical Officers and Pharmacist to prepare the list of drugs required and to place orders to the firms.
3.	Junior Medical Officer (Women)	<ol style="list-style-type: none"> 1. M.B.B.S D.G.O 2. Should have Registered AP Medical Council 3. Should Have completed 12 months of Internship 	<ol style="list-style-type: none"> 1. To attend to the Out-patient and In-patient work in the Health Centre and to attend to any emergency calls as and when necessary. To asist the S.M.O in the preparation of indents relating to drugs and other matters
3.	Junior Medical	1 .M.B.B.S	-do-

	Officer	<p>2. Should have Registered AP Medical Council</p> <p>3. Should Have completed 12 months of Internship</p>	
4.	Staff Nurse	<p>1) A pass in 10th class should have undergone 3 ½ years training in sick nursing conducted by Chairman Board of Exams for Nurses and Director Medical Education A.P</p> <p>2) Certificate of Registration for Midwife should have been obtained from the A.P nurses Midwives, Auxiliary nurse, Midwives and Health Visitor Council</p>	<p>1) Looks after the injection room and giving injections to patients, recording temperature, giving cold sponging for Hyperpyrexia, helping in administrating Oxygen and in usage of suction operators, sterilisation of syringes etc</p> <p>2) Takes care of inpatients in giving medicines and injections, recording temperature and helps in giving Ultravancus fluids and performs the duties of other nursing care.</p> <p>3) Attends on call duties on alternative weeks to attend to emergency cases.</p> <p>4) Looks after the maintenance of licen an other in-patient ward equipment.</p>
5.	Pharmacist	<p>1. Should have passed the qualifying examination for Componders (Board of Examiners and Director of Medical Services A.P)</p>	<p>1. Writing of Cash Bills and remitting the collected amount into the Bank, Assist the Senior Medical Officer in preparing indents and placing of order for the required drugs. To assist the S.M.O in maintaining the Stock Register regarding drugs.</p> <p>2. Looks after dispensive of drugs to the Out-patients and in-patients as per</p>

			the prescriptions of the Medical Officers.
6.	Radiographer	A) Diploma in Radiography given by the Medical & Health Service B) B) A Pass in SSLC	Attending X-Ray work
7.	Lab-Technician (Clinical Lab)	Should have passed Lab-Technician Course conducted by the A.P Government or its equivalent in Other States	Doing the clinical investigations viz, blood test, motion test and sputum test, blood grouping etc.
8.	Female Medical attendant	Should have studies upto VIII standard with one year training in a Government/in a recognized hospital	Attending the dressing rooms work and assist the Medical Officer in minor surgical procedure
9.	Male Nurse Orderly	Should have passed matric and passed Red Cross first Aid examination	-do-
10.	Hospital Boy	No qualifications prescribed	To look after the maintenance of the cleanness of the inpatient wards ie. Keeping inpatient ward cleanly. To help the inpatient students patient to get the diet.
Unit-Archival Cell			
1.	Archivist	MA in History with diploma in Archives Keeping	Collection and preservation of rare and valuable manuscripts, books etc. of the University and also many official records (Administrative reports, proceedings of the Senate, Syndicate and Academic Council, Reports on History of affiliated colleges) To supervise and coordinate the record room organizing work
2.	Assistant Archivist	1) BA Degree with History	1) Organization work of record rooms

		<p>2) Certificate in record Management in training or its equivalent awarded by the National Archives of India/any State Government Archives/any other University/Institutions</p>	<p>and separation of nonarchival material like other University calendar, magazine and annual reports.</p> <p>2) To attend minor repairs of torn and mutilated papers and proper stitching of old files in the record room</p> <p>3) Revaluation of old records in the record room-weeding or etc., after re assessing their official and historical value.</p> <p>4) Receiving closed files from the sections of the University and from Departments.</p> <p>5) Preparation of record retention schedule of the University (weeding rules for the destruction of old records in the Registrar's Office)</p> <p>6) Preparation of accession register, and weeding register of the records.</p> <p>7) Preparation of Office procedure hand book</p> <p>8) Conducting of orientation/in service lecture Programs in record management to the University staff.</p>
3.	Preservation Assistant	Diploma in Binding and experience in repair of documents.	<p>1. He will Assist the Archivist in preservation of rare and valuable manuscripts/books of the University and Official records</p>

			<p>2. He will assist the Asst., Archivist in the record management</p> <p>3. Supervise the work of Binding and repair of old books/documents.</p>
4.	Binder	<p>1. Should be a literate in English and Telugu</p> <p>2. Should be able to do all kinds of binding works including binding of old books</p> <p>3. Should be able to operate all kinds of folding, cutting, stitching and ruling</p>	<p>1. He is responsible for all binding works including old books of the University, operation of all kinds of folding and cutting, stitching and ruling machines.</p>
5.	Mender	<p>1. A pass in SSC/Matriculation (or its equivalent examination)</p> <p>2. A Certificate course in repair of records of any recognised institutions/National Archives/State Archives or its equivalent</p>	<p>He is jointly held responsible along with the binder for all the binding works of the University and operation of all kinds of folding, cutting, stitching, ruling machines and other binding tools.</p>
Department of Physical Education			
1.	Marker	No Qualifications Prescribed	<p>Preparing of Courts, fields, Cricket pitches and Athletic tracks as per exact specifications.</p>
2.	Asst. Maker	-do-	<p>Preparing of Courts, fields, Cricket pitches and Athletic tracks as per exact specifications.</p> <p>Assist the Marker in all the works.</p>
3.	Groundsman	-do-	<p>1. Preparation of grounds and marking of various field grounds & Games Courts</p> <p>2. Rolling of Cricket Pitch and Tennis Courts.</p>
4.	Junior Grounds Man	-do-	<p>Assist the groundsman.</p>

Unit : S.V.U Hostels for Women			
1.	House Keeper	<ol style="list-style-type: none"> 1. Should have passed matriculation/ or its equivalent 2. Diploma or Certificate from the Institute of Catering, Madras 	<ol style="list-style-type: none"> 1. Managing problems of the Hoster relating to Food Catering, Hygiene, Health and General Discipline. 2. Assisting the Deputy Warden on all the above problems connecting to Hostels.
Unit : Centre for Studies on Indo-China (Area Studies Programme)			
1.	Documentation Officer	<ol style="list-style-type: none"> 1. M.A first or high second class of any Indian/Foreign University in History or Political Science. 2. Ph.D degree or published work of an equally high standard in History or in Political Science or International Relations. 3. Knowledge of Science/Vietnamese/Thai Language 	<ol style="list-style-type: none"> 1. Preparation of lists of article from the periodicals 2. Preparation of lists of new arrivals, indexing and classifying them, author-wise, subject- wise and year- wise. 3. Sorting of typed bibliography cards country- wise, year- wise, and topic- wise. 4. Preparation of Newspaper clippings. 5. Preparation of indents for books required 6. Making news items in All India Radio bulletins. 7. Processing of research material available and offering them to the scholars and staff. 8. Accessioning and keeping of new arrivals in the Center. 9. Collection of material for research work. 10. Arrange translation service and interlibrary loan service to the scholars 11. Arranging Xeroxing service 12. Collection of Union catalogue from

			<p>different libraries.</p> <p>13. Providing Bibliographical instruction, counselling research consultation.</p> <p>14. Supervise the activities in the sectional library.</p>
2.	Senior Technical Assistant	1. M.A First or Second class 55% or above in South	<p>1. Collection and processing of the data scattered in the micro-literature like periodicals</p> <p>2. Analyzing current periodicals and offering to the scho relating to latest developments in the Area Studies</p>
Unit:- Telugu Department, S.V.U College of Arts & Science			
1.	Under UGC Special Assistance Programme 1. Documentation Assistant	<p>1. First or High Second class in Master''s Degree in the subject other than the Library Science</p> <p>2. Master's degree in Library Science with first or high second class or Associateship from DRTC/ISDOC</p>	<p>1. Attending to the library work in the Department of Telugu Studies</p> <p>2. Preservation of rare manuscripts, documents, books etc.,</p> <p>3. Assist the Coordinator of the programme in all the works relating to library work, documentation etc.</p>
Unit: S.V.U Oriental research Institute			
1.	Curator-Cum-Librarian	<p>1. First or high second class MA in Sanskrit/History/Philosophy/Indian Culture/Telugu</p> <p>2. First or second class degree in Library Science.</p>	Organization, Maintenance, Classification, circulation of printed books and manuscripts preparation of Descriptive Catalogue
2.	Research Assistant	1. Siromani MA in Sanskrit/Telugu or equivalent.	1. Assisting the Director in editing manuscripts, writing articles, individual editing of manuscripts, preparation of press copy and proof reading of the

			<p>publication.</p> <p>2. Assisting cataloguing of printed books and manuscripts.</p>
Unit : Centre for Studies in Peace and Non-Violence			
1.	Research Assistant	MA Second Class	<p>1. Attending and organizing seminars and conferences.</p> <p>2. Doing Documentation work in the areas of Peace, disarmament, foreign policies war and other related areas</p> <p>3. Visiting and collecting data from sister centers both in India and Abroad.</p>
Unit : Department of Psychology			
1.	Research Assistant	A First or high second class MA degree in the concerned subject and publication of articles in standard journals	<p>1. To involve in the preparation of questionnaire to study the problems relating to subject</p> <p>2. Collection of required data by visiting different places and processing of data</p> <p>3. Consult various libraries for collection of secondary source material</p> <p>4. Attend seminars and conferences conducted by various funding agencies</p> <p>5. To attend to the report writing and other works assign by the head</p> <p>6. To attend teaching work assigned by the Head / Director /Executive Secretary</p>

Centre for Human & Social Development			
1.	Research Assistant	A first or high second class M.A. degree in the concerned subject and publication of articles in standard journals	To involve in the preparation of questionnaire to study the problems relating to the subject from 2 to 6 as mentioned above.
Department of History			
1.	Research Assistant	A first or high second class M.A. degree in the concerned subject and publication of articles in standard journals	From 1 to 6 as mentioned above.
Department of Economics			
1.	Research Assistant	A first or high second class M.A. degree in the concerned subject and publication of articles in standard journals	From 1 to 6 as mentioned above.
SVU Library:-			
1.	Library Asst., Gr.I.	Post Graduate qualification with a degree in library science from a recognised University	1) Acquisition and accessioning of books. 2) Processing of indents, ordering of books and payment of bills. 3) Classification, Cataloguing and physical preparation of books, filling of catalogue cards and preparation of recent additions list. 4) Supervise the job relating to

			<p>subscription of periodicals, payment of bills, recording of receipts, recording non-receipts and display of periodicals.</p> <p>5) Acquisition and maintenance of binding material and also to regulate the binding and repairing of books attended by the other staff.</p> <p>6) Regulating the issues and return of books, filling of charge tickets and pass books, enrolment of borrowers, answering enquiries, maintenance of borrowers register and register for no dues certificates, issue of reminder for over-due books, maintenance of register of statistics.</p> <p>7) Supervise cleaning of shelves, arrangement of books, retrieval of required books.</p>
2.	Library Asst. Gr.II	Graduate with a degree in Library Science	As mentioned above from 1 to 7
3.	Junior Library Asst. Gr.I	Should have passed SSC or its equivalent with certificate course in Library Science	<p>1) Attends to return of books, filling of charged tickets, preparation of daily statistics of visitors and the books issued.</p> <p>2) Attends to accessioning of books and preparation of statistics of books acquired.</p> <p>3) Arrangement and shelving of all back</p>

			<p>volumes of periodical relating to Science & Technology besides readers assistance service.</p> <p>4) Attends to the processing of bills, recording of receipt of issues and periodicals, maintenance of various records.</p> <p>5) Answering the readers queries, attending to audit.</p> <p>6) Looks after classification, cataloguing, shelving, arrangement of books and to meet the research needs of students and researchers.</p> <p>7) Processing of indents and ordering of books.</p> <p>8) Maintenance of Children Section, recording of gift books, collection of xerxing charges etc.</p>
4.	Junior Library Asst. Gr.II	-do-	-do-
Special Cell			
1.	Statistical Assistant	M.Sc. Statistics with I & II Class experience in data analysis	<p>1) Collection and compilation of statistical information in respect of admissions (University & affiliated colleges) of students and appointment of teachers.</p> <p>2) Observing whether rule of reservation for SCs & STs is observed as per the percentages specified in Gos and monitoring the same to the UGC, Central & State Government.</p>

1.	Assistant Directors, Dept. of Adult Education and Continuing Education and Extension SVU College Tirupati	Readers Category	Teaching
2.	Project Officer Dept. of Adult Education SVU College Tirupati	Lecturer Category	Teaching

S.V. University House:-

1.	Asst. Public Relation Officer	A Post-Graduate Degree Experience in maintaining Guest House/Public Relations	Maintenance of Guest House - Supervising the work of Manager, House Keeper, Office Staff Cook, Asst. Cook etc. – Correspondence relating to allotment of rooms to the VIPs/State/Central Govt. /UGC officials and Officers including BOS Members/Standing Council of Members and other important dignitaries visiting the University – Establishing cordial relations with public for the development and welfare of the University.
2.	Manager	No qualifications prescribed	Over all In-charge of the Guest House – Cheking of the registers viz., Accommodation Registers, Remittance Registers etc. – Maintenance of permanent advance – Attending to Audit work – Attending to the needs of all the VIPs and

			other dignitaries staying in the University House – Making arrangements for all the inners arrangements by the University and outsiders permitted by the University. Perform such other duties has may be entrusted to him from time to time by the University authorities.
3.	House Keeper	No qualifications prescribed	Incharge of the stock position of entry, Linon etc. in the University House. And the maintainance of Guest House rooms. And attending to the needs of them.
4.	Steward-cum-Cook	Pass in SSLC or its equivalent Maintenance of Rest House/ Hostels and experience in preparation of western and Indian variety dishes both veg. and non-veg. for big dinners and other functions	Incharge of the Guest House Kitchen Section
5.	Cook	Experience in preparation of variety of dishes both veg. and non-veg. for big dinners and other functions Experience in College and University Hostels will be preferential qualification	Assistant the Steward –cum-Cook
6.	Asst. Cook	Literate and experience in preparation or variety dishes	Assisting the Steward-cum-Cook & Cook in Guest House Kitchen

7.	Masaloni	III Form passed and experience in hostels	Masaloni assist the Asst. Cook
8.	Care Taker	Literate	Will be on duty round the clock in the reception counter of Guest House
S.V.U. Hostel Staff:-			
1.	Store Clerks	No specific qualifications is prescribed	Maintenance of general stores attached to the messes – Purchase of provisions etc. as per the tender rules – to issue the provisions to the messes as per indents – Issue of stationary articles to the blocks on indent – To maintain the stock register – preparation of average rates / monthly statements/stock verification statements – Passing of bills relating to messes – Disposal of used materials relating to provisions – Settlement of audit objections .
2.	Store Keepers	-do-	Similar to that of the duties of Store Clerks.
3.	Stewards	-do-	Incharge of the messes and supervision of menu in the kitchen and proper serving in the inner hall – maintenance of various mess registers / student attendance register and leave register/daily guest charges account and receipt books/ daily indents/stock registers and allotment of duties to the Head cooks and Asst. cooks etc.
4.	Asst. Stewards	-do-	Maintenance of the extract account. Drawing the provisions from the hostel stores and keeping the book as per the

			indent prepared by the steward – Supervising the mess and of serving
5.	Head Cooks	No prescribed qualifications	To prepare lunch, supper, sweets, special items taking the help of Asst. Cook – to distribute the non-veg. Items to the Boarders. He is responsible for the preparation of menu
6.	Asst. Cooks	-do-	To prepare the breakfast items – to connect the indented milk and boil – to assist the head cook during the preparation of special items such as sweet and dinner items –to cook rice in both lower and upper – during the absence of head cook he shall attend to that work
7.	Head Servers	-do-	To serve the food to the boarders in the dinning halls – to help during the preparation of chapati and puri – To work in any mess concerned allotment by the setwarrrd
8.	Servers	-do-	To assist the head server and to work if any mess concerned allotment by the steward
9.	Cleaners	-do-	To clean the utensils, steel plates, stool and almarph etc – to clean the dinning halls and mess surroundings
10.	Rice cleaners	-do-	To clean the provisions, rice etc – and other work assign to them by the additional warden(stores and Store Clerks from time to time)
11.	Reading Room Boys	-do-	Maintenance of reading room , prepares

			the accounts of the daillies and periodicals and costodian for them.
12.	Water Boy	-do-	Supply of drinking water to the Boarders at the time of taking meals, breakfast and lunch
13.	Helpers	No qualifications prescribed	Grinds the food grains and spices, cut the vegetables and helps the head/assistant cooks in the kitchen
14.	Store Boys	-do-	To get the provisions from town to stores as per indents and also responsible for the any shortage are damage during transit and issue them to the mess and blocks – getting signature from additional warden (stores and by Deputy Wardens on indents, attendance and store bills – any other work assign to the additional warden from time to time.
15	Games Boys	-do-	Supplying of sports items like balls, bats, nets etc to the students and any other work assign by the Warden from time to time.
16	Store Attenders	-do	Distribution the quotations and indent bringing sealed quotations and bringing provisions required urgently for the mess

Unit S.V.U School			
1.	Headmaster/Headmistress	<ol style="list-style-type: none"> 1. P.G Degree 2. B.Ed., 3. 8 years experience as B.Ed Asst/PG Teacher 4. A Pass in Special Accounts test for Headmaster/Headmistress conducted by the Commissioner for Government Examinations. 	<ol style="list-style-type: none"> 1. Admission of School 2. Supervising of Teaching work 3. Class room Teaching
2.	Post-Graduate Teacher	<ol style="list-style-type: none"> 1. I or II nd class PG Degree 2. B.Ed 	<ol style="list-style-type: none"> 1. Teaching secondary school higher classes 2. To provide guidance to other Teachers in their field of Specialisation
3.	Graduate Assistant	<ol style="list-style-type: none"> 1. A Degree in the concerned subject with B.Ed with Methods of Teaching relevant subjects 	<ol style="list-style-type: none"> 1. To teach Secondary Classes
4.	Senior Telugu Pandit	<ol style="list-style-type: none"> 1. BA with Telugu under part II 2. B.Ed with Methods of teaching telugu or SSLC and Oriental title or Vidvan Title with Pandits training 	<ol style="list-style-type: none"> 1. Teaching Telugu as I Language for Secondary Classes.
05.	Telugu Pandit Gr-II	<ol style="list-style-type: none"> 01. Oriental Title and Pandits Training 	<ol style="list-style-type: none"> Teaching Telugu as first language VI and VII Classes in High School.

06.	Hindi Pandit Gr-II	02. SSC Visaradha and Junior Hindi Pandit Training	Teaching Hindi as II language for Upper Primary Classes if Gr-I Pandit not available.
07.	Secondary Grade Assistant	01. Intermediate with TTC/SGBT	Teaching Primary classes
08.	Physical Director	01. Bachelor Degree with B.P.Ed. or D.P.Ed	Coordinating and Supervision of Physical activities of the school acquiring Physical Education material etc.,
09.	Physical Instructor/ Physical Instructress/ Physical Education Teacher	01. Intermediate with Diploma in Physical Education	Providing Physical Education to the Students conducting sports & games events in the school
10.	Drawing Cum Craft Teacher	01. SSC 02. Diploma / Certificate in Painting, drawing, / Sculpture	Teaching Drawing to Children of High School Classes
11.	Music Teacher	01. SSC 02. Diploma in Carnatic Music (Vocal) from the Govt. College of Music or from a recognised reputed Institution.	Teaching Music to Students
12.	Ayahs	01. No Qualifications Prescribed	Sweep all the Class room, cleaning the warahdahs in the Lunch Hours, Providing Drinking water to the children and attending to the needs of the children of Primary section.

SVU ENGINEERING DEPARTMENT:

01.	University Engineer	<p>01. Qualifications a) B. Tech (Civil) Degree of any recognised University of its equivalent. 02. Desirable: a. Experience in the supervision of construction of major buildings formation of roads, water supply and sanitary works. b. Age will be relaxed in the case of experienced candidates. c. Age will also be relaxed in the case of candidates possessing P.G. qualifications to the extent of 2 years. d. Preference will be given to the candidates possessing P.G. qualifications</p>	<p>Is incharge of planning preparation of estimates execution of works relating to buildings, roads. He is also incharge of maintenance of works relating to buildings, roads, water supply, electricity and sanitary. The transport, Telephones and Garden Section are also under the control of University Engineer. Works under the control of the Registrar and Vice-Chancellor.</p>
02.	Deputy Executive Engineer	-do-	<p>The Dy. Executive Engineer is assisting the University Engineer in discharging the duties relating to the items mentioned under above. He also attends to the check measurements checking of estimates and designs relating to the works.</p>
03.	Asst. Executive Engineer	1. Essential: B.E(Civil) degree	Will attended to the preparation of

	(Civil)	<p>or any recognised or its equivalent.</p> <p>2. Desirable: a) Experience in the supervision of construction of major buildings, formation of roads, water supply and sanitary works.</p> <p>b) Age will be relaxed in the case of experienced candidates</p> <p>c) Age will also be relaxed in the case of candidates possessing P.G. qualifications to the extent of 2 years.</p> <p>d) Preference will be given to the candidates possessing P.G. qualifications</p>	<p>estimates and execution of works entrusted by the University Engineer and works under the supervision of the University Engineer and Asst. Engineer. He also attended to design and preparation of works bills.</p>
04.	Addl. Asst Engineer (Civil)	<p>1. L.C.E</p> <p>2. Not less than 2 years experience in the supervision of construction of major buildings, formation of roads, water supply and sanitary works.</p>	<p>Will attended to the preparation of estimates and execution of works entrusted by the University Engineer and works under the supervision of University Engineer and Asst. Engineer. He also attend to designs and preparation of works bills.</p>
05.	Draughtsman Gr-I	<p>1. Diploma in L.C.E or any other equivalent qualification (OR)</p> <p>2. Group certificate in building, drawing issued by the Dept . of</p>	<p>Will attend to the preparation of drawings and preparation of estimates relating to petty works entrusted by the University Engineer.</p>

		<p>Technical Education. (OR)</p> <p>3. Group Certificates in Civil Engineering issued by the Dept of Technical Education. (OR)</p> <p>4. A pass in Draughtsman course in a recognised institution.</p>	
06.	Draughtsman Gr-II	-do-	-do-
07.	Tracer	<p>1. A pass atleast in the Govt. Technical examination of Lower Grade in:-</p> <p>a) Free hand outline drawing and model drawings:</p> <p>b) Building drawing and estimating and</p> <p>c) Geometrical drawing : OR</p> <p>d) A Pass in SSC or its equivalent with pass in Engineering included as a special subject in bifurcated course in Secondary Schools.</p>	<p>Taking out tracing of drawing relating to works and taking out prints.</p>
08.	<p>Work – Inspector Gr-I</p> <p>And</p> <p>Work – Inspector Gr-II</p>	<p>1. Must have studied upto SSLC</p> <p><u>Desirable</u>: Minimum experience of atleast 5 years in major building construction. The educational qualifications will be relaxed in case of persons possessing 8 years experience in major buildings construction.</p>	<p>Work-Inspectors assists to the Asst. Engineer to look after the construction works and assists to take measurements for preparing bills and he works under the control of Asst. Engineer and University Engineer.</p>

09.	Work – Inspector Gr-I (Stores)	A literate in English or Telugu with one year experience relating to the works in the maintenance of Engineering stores.	
10.	Asst. Exe. Engineer (Electrical)	B.E (Electrical) degree of any recognized University or its equivalent. Desirable: Experience in the maintenance of H.T lines LTOH lines and Electrical construction works.	Will attend to the preparation of estimates and execution of works relating to Electricity. He works under the control of University Engineer and Asst. Engineer.
11.	Line Inspector	1. L.E.E or equivalent qualification with 3 years practical experience in operation and maintenance or construction works (OR) Pass in IV form with 8 years practical experience in operation and maintenance and or construction works (OR) 2. Literate in English or Telugu with wiring certificate with 10 years experience as electrician.	Is Incharge of Maintenance of L.T.O.H lines and electrical equipments such as pump sets, transformers and other electrical installations. He will also assist Asst. Exe. Engineer (Elec.) / Supervisor (Elec.) in the preparation and execution of electrical works.
12.	Electrician	1. Pass in L.E.E or equivalent qualification (OR) A pass in IV form with wiring	Is Incharge of Maintenance of L.T.O.H lines and other electrical installations by assisting the Line

		<p>certificate and with Practical experience of 4 years in the type of works (OR) A literate in English or Telugu with a wiring certificate and a practical experience of 6 years in the type of work concern.</p>	Inspector.
13.	Switch Board Operator	<p>1. A pass in JTS or ITI in concerned trade with 2 years experience. (OR) Should have passed III form with Electrical wiring certificate issued by the Technical Board of Examiners of any State with 3 years experience in operation and maintenance of Electrical lines and equipment of which one year (1) should be as switch board operator (or) Should pass SSLC or SSC with Electrical wiring Certificate with four years practical experience. (one year in type of work concerned and two years in operator and maintenance of Electrical equipment and</p>	Will attend to the operation Switch Board relating to street lights and also look after transformers, works under the control of J.E (Elec) / and Supervisor (Elec)

		installation in buildings.	
14.	Asst. Electrician	A pass in III form with electrical wiring certificate issued by the Technical board of Examiners of any State with 1 year experience in operation and maintenance on electrical lines and equipment (OR) A literate in English or Telugu with a Practical experience of 2 years with wiring certificate.	Is Incharge of Maintenance of L.T.O.H lines and other electrical installations by assisting the Line Inspector.
15.	Lift Operators	A pass in III form with practical experience of 1 year in the operation of lifts, or any other electrical machinery.	Attend to the Maintenance and operation of lifts. Works under the control of Supervisor / J.E (Elec.)

SANITARY AND WATER WORKS BRANCH:

WATER WORKS BRANCH:

16.	Plumber/Fitter Gr-1	A certificate of competency for waterworks, or experience for a minimum period of 5 years in the concerned field.	Will attend to the maintenance of water lines, Sanitary lines and water supply and Sanitary fitting works. He works under the control of A.A.E (Waterworks)
17.	Plumber/Fitter Gr-II	A certificate of competency for waterworks, or experience for a minimum period of 3 years in the concerned field.	-do-

18.	Pumb Driver Gr-I	Must have passed III form and shall have 3 years experience in the post of Asst. Pump Driver or an equivalent service in pump installations and repairs pump machinery, provided that the required experience may be reduced two (2) years in respect of candidates who have undergone satisfactory course in Mechanical Engineering in a Govt. institution or any other institutions.	Will attend to look after the pump set and its maintenance works. He works under the control of A.A.E (Water works)
19.	Pump Driver Gr-II	-do-	Will attend to look after the pumpset and its maintenance of works. He works under the control of A.A.E (Water works)
20.	Asst. Plumber / Fitter	Pass in JTS or ITI in the concerned trade with 2 years experience to become eligible.	Will attend to repairs and replacement of water supply and sanitary materials and to the maintenance of Water works in the entire campus. He works under the control of A.A.E (Water works)
21.	Asst. Pump Driver	Must have passed III form and shall have one year experience for a minimum period 3 years in concerned field.	Will attend to the operation and maintenance of the pumpset. He works under the control of A.A.E (Water works)
22.	Wheel Valve Operator	Must have passed III form and shall have one year experience in operating pump set relating to water supply.	Will attend to the maintenance of water supply lines and regulation of water supply for various buildings in the campus. He works under the control of

			AAE (water works)
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SANITATION:

23.	Sanitary Supervisor	Passed SSC or Intermediate. Should have passed the Govt. Sanitary Inspectors Examination, preference will be given to those trained in Anti malarial operations.	Incharge and Supervisor of works related to the sanitation and environment, maintenance of sewerage and drainages, effective solid waste collections, maintenance of water quality controlling of mosquitoes, chlorination of water tanks, wells in the campus, spraying D.D.T other insecticides removing blockages in the sanitary lines, cleaning of septic tanks, removing derbies and garbages and etc.
24.	Sanitary Maistry	Promoted from Sweeper-Cum-Scavenger	Will assist to the Sanitary Supervisor to look after the works related to the sanitation etc.
25	Sweeper-Cum-Scavenger	Illiterate	To attend the works as directed by the Sanitary Supervisor/ Sanitary Maistries.

OTHER ESTABLISHMENT:

26.	Technician	Should have a diploma in photography with an experience of 2 years or A pass in SSC or its equivalent, 5	Is In-charge of sound system and photography.
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		years of experience in arranging lighting, with 3 phased supply for taking 16mm Cine films and colour photography, tape recording, operation of 16mm projector and fixing up Loud speaker units. Technical: 1. Certificate in T.V camera operator (or) 2 years experience in T.V camera operator.	
27.	Telephone Operators	1. SSLC passed 2. Diploma in Telephone operating	Will attend to the operation of PABX and attend to the preparation of bills relating to the telephones works under the control of University Engineer / Asst. Engineer.
28.	Carpenter	Not framed so far	
29.	Helpers	A literate in English or Telugu	Assisting the line inspector, electrician, Asst. Electrician, Switch Board Operator, fitter, Pump Driver under the control of A.A.E (ELEC./W.W)
30.	Helper to Technician	A literate in English or Telugu	Assisting the Technician.
31.	Telex Telephone Operator		

UNIVERSITY TRANSPORT:

32.	Drivers	A literate in English or Telugu with	
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		Heavy Driving License.	
33.	Cleaners	A literate in English or Telugu	Cleaning the vehicles and to assist the drivers.

GARDENING & PLANTATION:

34.	Horticulturist	1. B.Sc degree in Agriculture (or) Diploma in Agriculture of any recognised college of Agriculture.(or) 2. P.G. Degree in Agriculture. 3. Experience to plan and organise Agricultural extension of community development.	Will attend to the Development & maintenance of garden works. He works under the control of University Engineer.
35.	Watchmen	Illiterate	To watch gardens and pots and controlling the cattle menace in the campus during the night times.
36.	Gardeners	Illiterate	Gardening
37.	Agricultural Maistries	Promoted from senior most Gardeners	Checking the duties and works of the Gardeners and assis the Horticultarist.
38.	Road Coolies	Illiterate	---
39.	Gardener-Cum-Grounds-man	Illiterate	---
40.	Watchman at Steelyard	Illiterate	---

WATCH & WARD STAFF:-

41.	Watch & Ward Security	Graduate with experience in NCC /	1. He will be under the direct control
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	Officer	Home Guards Qualifications relaxed in the experienced candidates	<p>of the Registrar, SVU, Tirupati.</p> <ol style="list-style-type: none"> 2. Supervision overall the Hawaldars/Naicks/Watchmen/Gurkhas who are under his control 3. Protecting the University Properties and checking security measures over all the scattered buildings on the entire University campus including staff quarters round the clock on all days. 4. Prevention of thefts on the University campus. 5. Allowing the staff members only inside the Administrative Building and thereby restricting the entry of others to avoid untoward things and allowing outsiders including students on proper identification.
42.	Asst. Security Officer	Not prescribed so far	<ol style="list-style-type: none"> 1. He will be under the direct control of the Principal, SVU College of Engineering. 2. Supervision overall the Naicks/Watchmen of SVU College of Engineering. 3. Protecting the Engineering College properties and checking security measures over the buildings round the clock.
43.	Daffedars	Appointed from the cadre of	He will be under the direct control of

		Watchman	the Principal, SVU College of Arts & Sciences / SVU College of Engineering and attends to the work of arranging furniture of various meetings held in the college and incharge of general supervision over sanitary and odd arrangements in the college.
44.	Naicks/Gurkhas/Hawaldar/ Watchmen/Forest Watcher	<ol style="list-style-type: none"> 1. Must have passed III form (VIII class or its equivalent examination. 2. Must not less than 1 mtr – 6.8 cms in height and 81-86 cms in chest 	Watch over the University properties like building, furniture, equipments, etc.

S.V. UNIVERSITY PRESS:-

01.	Manager	<ol style="list-style-type: none"> 1. Bachelor degree in any faculty 2. Diploma in Printing Technology from any recognised institution. 3. 5 years experience in a reputed printing press. 	Overall in-charge of press + Administration and Head of the institution.
02.	Foreman	<ol style="list-style-type: none"> 1. A pass in SSC or its equivalent examination. 2. Technical: <ol style="list-style-type: none"> a. Degree or diploma in printing from any recognised University or institution. b. Should possess a minimum of 5 years of experience in various branches of a larger letter press printing in a responsible capacity. 	Supervising in all sections

		<ul style="list-style-type: none"> c. Should possess working knowledge of all branches of letter press printing. d. Should be capable of supervising the works in all branches of letter press printing. 	
03.	Deputy Foreman	<ul style="list-style-type: none"> 1. A pass in SSC or its equivalent examination. 2. Technical: <ul style="list-style-type: none"> a. A degree or diploma in printing from any recognised University or institute b. Should possess working knowledge of all branches of letter press printing. c. Should possess a minimum of 3 years experience in various branches of a large letter printing press in responsible capacity d. Should be capable of supervising works in any branch of letter press printing. (OR) a. A higher certificate in composing, Machine Minding or Binding of the Govt. Technical Examination. b. Should possess a minimum of 5 years experience in any of the 	Supervising in all sections

		<p>productive branches of letter press printing.</p> <p>c. Should have working knowledge of all branches of letter press printing.</p> <p>d. Should be able to supervise the work of all branches of letter press printing.</p>	
04.	Senior Machine Minder	<p>1. General: Should be literate in English and be able to speak, read and write Telugu fluently, A certificate in Machine minding should have experience of 2 years in handling</p> <p>2. Technical: Should be able to handle independently all kinds of letter press printing machines with automatic feeders and hand-fed machines (OR)</p> <p>1. Should have a minimum of 5 years experience in handling any letter printing machine.</p> <p>2. Should be able to print with good results any tri-colour and multi colour blocks.</p> <p>3. Should be able to give an out turn</p>	To run all kinds of machines of letter press

		of 1200 impression per hour on hand-fed cylinder machines.	
05.	Junior Machine Minder	<ol style="list-style-type: none"> 1. General: Should be literary person in English and able to speak read and write in Telugu fluently. 2. Technical: Should be able to handle independently all kinds of hand-fed machines and machines with automatic feeders. <ol style="list-style-type: none"> b. Should be a minimum experience of 3 years in handling any letter press printing. c. Should be able to print single and multi colour blocks and to make ready and print forms of any kind upto 16 pages. d. Preference shall be given to those possessing certificate in a machine minding 	To run all kinds of machines of letter press.
06.	Head Compositor	<ol style="list-style-type: none"> 1. General: A pass in VII standard examination from any recognised school. 2. Technical: Should possess a minimum of experience of 2 years as compositor. <ol style="list-style-type: none"> b. Should know to compose Hindi or Sanskrit or Urdu besides English and Telugu languages. 	Vide experience in job composing and make up.

		<p>c. Should possess a minimum speed of 850 corrected ens in English and 600 corrected ens in Indian languages including districution and initial correction.</p> <p>d. Should be able to compose display works and blank jobs.</p>	
07.	Compositor	<p>General: A pass in VII standard examination from any recognised school.</p> <p>Technical:-</p> <p>a. Should possess a minimum of 2 years experience in hand composing.</p> <p>b. Should know to compose Hindi or Sanskrit or Urdu besides English and Telugu languages.</p> <p>c. Should possess a minimum speed of 850 corrected ens in English and 600 corrected ens in Indian languages including districution and initial correction.</p> <p>d. Should be able to compose display works and blank jobs.</p>	Composing distribution, corrections.
08.	Imposer	<p>General: A pass in VII standard</p> <p>Technical:</p> <p>a. Should possess a minimum of 4 years experience as Compositor (OR)</p>	Imposing Machine corrections

		<p>Two (2) years as Senior Compositor</p> <p>b. Should be able to impose upto 32 pages both as sheet work and half sheet work and regular and irregular impositions.</p> <p>c. Should be able to compose and make up effectively display works.</p>	
09.	Computer (Task Writing Estimator)	<p>General: A pass in SSC or its equivalent examination</p> <p>Technical:</p> <p>a. Degree or Diploma in printing from any recognised University or Intitution.</p> <p>b. Should have working knowledge of all branches of letter press printing.</p>	Task writing estimating preparation of bills etc.,
10.	Senior Proof Reader	<p>General: Should be a graduate of a recognised University with Telugu as a language.</p> <p>c. Should have a good literary knowledge in English, Hindi, Sanskrit, Urdu or Tamil.</p> <p>Technical: Should have minimum experience of three years in proof reading in a letter press, possessing good knowledge of the use of the standard proof reading symbols and marks (or)</p>	Strike order proof reading

		<p>General : A pass in SSC or its equivalent examination.</p> <p>Technical: A Higher grade certificate in proof of the Govt. technical examination.</p>	
11.	Junior Proof Reader	<p>General: A Pass in SSC or its equivalent examination</p> <p>Technical:</p> <p>a) Should possess a minimum period of 3 years experience in proof reading in large printing press.</p> <p>b) Should have good literary knowledge in English, Telugu, and Hindi or Sanskrit, Urdu or Telugu (Candidates with Lower Grade Certificate in proof Reader's work of the Government Technical Examinations shall be preferred)</p>	Strike order proof reading
12.	Copy Holder	<p>General: A pass in SSC or its equivalent examination.</p> <p>Technical:</p> <p>a) Should possess a minimum experience of one year in proof reading</p> <p>b) Should have the full knowledge of the use of the standard Proof</p>	Copy reading

		<p>Reader's marks and symbols.</p> <p>c) Should be able to read and write in Hindi, English and Telugu. (Candidates with Lower Grade Certificate in Proof Reader's work of the Government Technical Examination shall be preferred.)</p>	
13.	Head Binder	<p>a)A Certificate in Binding with 2 years or experience in Binding works including over cast sewing and leather binding and guiding works.</p> <p>b)General: Should be a literate in English and be able to read and write in Telugu fluently.</p> <p>c)Should be able to operate all kinds of folding, cutting, stitching Ruling machines and other kinds of binding tools.</p> <p>d)Should have a good knowledge of various sizes of papers and boards and other binding materials.</p> <p>e)Should have a minimum experience of Five (5) years in</p>	Binding, Cutting, ruling and stitching, guilding

		various binding works	
14.	Binding & Machineman for Cutting & Floding	<p>General: Should be a literate in English and Telugu</p> <p>Technical:</p> <ol style="list-style-type: none"> a. Should be able to do all kinds of binding works including rebinding of old books. b. Should be able to operate all kinds of rolling, cutting, stitching and ruling machines and other kinds of binding tools. c. Should have a good knowledge of various papers and boards and other binding materials. d. Should have a minimum of 3 years experience in various binding works 	Binding, cutting, ruling and stitching, guilding
15.	Machine Attendant	<p>General: A literate in English or Telugu</p> <p>Technical:</p> <ol style="list-style-type: none"> a. Should have a minimum experience of 1 year in handling any hand-fed letter press machine. b. Should be able to feed the hand-fed machines to a speed of 1000 impressions per hour. c. Should be able to dress the 	Helping at all kinds of machines

		Cylinder machine and make ready the forms on Cylinder machines.	
16.	Binder Boy	a. Should be a able a literate in English and Telugu. b. Aptitude to do works in the binding section	Helping & Binding works
17.	Helpers	a. Should be literate in English and Telugu for all sections except for composing sections for which a pass in VII standard examination from any recognized school is necessary.	Help at machines and binding works
18.	Junior Mechanic (press Workshop)	Qualification not prescribed	

SVU COLLEGE OF ENGINEERING:

DEPARTMENT OF CHEMICAL ENGINEERING:

01.	Chemical Analyst	1. M.Sc degree in Chemistry or B.Sc in Chemistry with I class. 2. In case of M.Sc candidate a minimum of 3 years experience in chemical laboratories like industrial quality control / research and development, CSIR laboratories or in any higher educational institutions.	To look after the analytical instruments, to run the laboratory classes for UG & PG students.
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02.	Senior Technician / Senior Mechanic	<ol style="list-style-type: none"> 1. Pass in JTS or ITI with 5 years experience of which atleast 2 years experience should be as Mechanic. 2. General mechanic certificate having 3 years experience of which atleast 2 years experience should be as mechanic with technical competency in operation servicing and repairing of various instruments and machines in the appropriate laboratory. 	Turner, fabrications of experimental setups maintenance and running the laboratory classes to under graduate and post graduate students.
03.	Junior Mechanic	<ol style="list-style-type: none"> 1. ITI Turner certificate with 5 years experience in industry / educational institutions. (or) 2. ITI electrician certificate with 5 years experience. 	Welder, fabrication of experimental setups maintenance and running of lab classes to UG & PG courses.
04.	Helper	1. Must be a literate in Telugu or English.	

DEPARTMENT OF CIVIL ENGINEERING:

05.	Senior Mechanic	<ol style="list-style-type: none"> 1. Pass in JTS or ITI with 5 years experience of which atleast 2 years experience should be as a Mechanic. 2. General Mechanic certificate having 3 years experience of 	He is responsible to the Head of the Department and senior instructions and proper utilisation of Technical men, materials and machines. He helps to procure and maintenance of departmental stores, materials and
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		<p>which atleast 2 years experience should be as Mechanic with Technical confidence in operation, service and repairing various instruments and machines in the appropriate laboratory.</p>	<p>coordinate to arrange practical classes, to the laboratories.</p>
06.	Draughtsman Gr-I	<ol style="list-style-type: none"> 1. A diploma in LCE or any other equivalent qualification or 2. Group certificate in buildings drawing issued by the dept. of Technical Education (OR) 3. Group certificate in Civil Engg. Issued by the Dept. of Technical Education (OR) 4. A pass in draughtsman course in a recognised institution. Should have 4 years experience as Gr-I Draughtsman. 	<p>He is responsible to the Head of Department concerned. He prepares and drafts of technical drawing, tracing Ammonia printings, letters printing, copying, photo copying etc., of the prepared drawing. Assist the laboratory project works and Research works in the preparation of sketches for the students and teachers. He helps the students for the drafting works. He helps in preparing question papers by drawing necessary sketches for B.Tech., M.Tech Classes . He procures and stores of drawing material and there accounting.</p>
07.	Mechanics	<ol style="list-style-type: none"> 1. Pass in JTS or ITI with 4 years experience which atleast 2 years experience should as a Junior Mechanic. 2. General Mechanic certificate having 2 years experience as Junior Mechanic with a technical 	<p>He is responsible to the Head of the Dept. and Foreman concerned laboratory in the instructions, proper utilization of men, Material , machinery concerned to his wing. He look after laboratories and material with technical support , he carry out</p>

		<p>competency in operation, servicing and repairing of various instruments and machines in the appropriate laboratory.</p> <p>3. 6 years experience of which atleast 2 years should be as a Junior Mechanic in a trade with technical competency equivalent to ITI or JTS</p>	<p>laboratory instruction of the faculty in the proper guidance to the students along with his juniors he attend personally repair equipments, rectification of the laboratory equipments. He also attends job works of the concerned trade as per the instructions of the Seniors and the faculty.</p>
08.	Junior Mechanics	<p>1. Pass in JTS or ITI with 2 years experience as a Junior Operator/Helper.</p> <p>2. General Mechanic certificate of Which atleast 1 year experience as Junior Operator / Helper.</p> <p>3. 5 years experience in the concerned laboratory</p>	<p>He is responsible to the Head and Foreman concerned in the Dept., laboratory. Having a thorough knowledge with the equipments, machines carryover the instructions and guidelines of his seniors. He attends to maintain of all equipments and machines and circuits etc., and assists in the fabrication of project and research works. He keeps the laboratory clean and workable with the assistance of Junior Operator/Helpers.</p>
09.	Junior Operator	<p>1. Pass in JTS or ITI</p> <p>2. III form pass with 3 years experience in a technical trade</p>	<p>He is responsible to the Head of the department and to the seniors in the execution works pertaining to the department. Having knowledge of tools and equipments, he assists the laboratory classes with his senior he keeps the laboratory workshop clean</p>

			and workable assisting his senior.
10.	Helper	1. ITI/JTS certificate with one of the following trades. Turning/carpentry/plumbing/fitter	He is responsible to the Head of the department and to the seniors. He assists in all the laboratory classes and attends work in the laboratory. He keeps the laboratory clean and transport laboratory materials and kits from one lab to other when necessary.

DEPARTMENT OF ELECTRICAL & ECLECTONICS ENGINEERING:

11.	Foreman	<ol style="list-style-type: none"> 1. Studied upto SSLC (or SSC passed) with technical certificate (ITI or its equivalent) and 6 years experience in electrical trade in a workshop of repute of which atleast 3 years should be in senior mechanics cadre. 2. Ability to draft, read drawing, execute the works from the details drawings and conversant with atleast 3 major trades. 3. Diploma holders in electrical engineering will be preferred 	He is responsible to the concerned Head of the Department and utilization of technical men materials, machines of all sections. He is one of the main person of planning studying blue prints and following technical rules in the aerations, insulation of plants, equipments tools and instruments. He helps to plants schedules organizes, co-ordinated and gives instructions to the students he also gives co-ordination of job works in various trades. He assist the students and faculty in the fabrication of project and research work he looks after preventive and break down maintenance of all equipments.
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12.	Senior Mechanic	<ol style="list-style-type: none"> 1. ITI Electrician or Radio mechanic or Instrument Mechanic (Electrical) or Wiring certificate with 5 years experience of which atleast 2 years experience should be a mechanic. 2. General Mechanic certificate with 3 years experience of which atleast 2 years experience should be as a mechanic in a concerned electrical or electronics laboratory. 	<p>He is responsible to the head of the dept and seniors. Instructions and proper utilisation of technical men, materials and machines. He helps to procure and maintenance of department stores materials and co-ordinate to arrange practical classes in the laboratories.</p>
13.	Mechanic	<ol style="list-style-type: none"> 1. ITI Electrician or Radio mechanic or Instrument Mechanic (Electrical) or Wiring certificate with 4 years experience of which atleast 2 year experience should be junior mechanic. 2. General Mechanic certificate with 2 years experience as junior mechanic in a concerned electrical or electronics laboratory. 	<p>He is responsible to the Head of the Department and Foreman concerned. Laboratory in the instructions proper utilization of men, materials, machinery concerned to his wing. He look after laboratories and materials with technical support. He carryout laboratory instructions of the faculty in the proper guidance to the students along with his juniors. He attends personally replacements, rectifications of the laboratory equipments.</p>
14.	Junior Operator	<ol style="list-style-type: none"> 1. ITI electrician or Radio mechanic or Instrument mechanic (Elec.) or Wiring certificate. 	<p>He is responsible to the Head of the department and to the seniors in the execution works pertaining to the</p>

		2. III form pass with 3 years experience in a technical trade.	department. Having knowledge of tools and equipments, he assists the laboratory classes with his Seniors. He keeps laboratory workshop clean and workable assisting his senior
15.	Helpers	ITI/JTS Certificate with any one of the trades in Electrical/Electronics/Instrumentation	He is responsible to the Head of the Department and seniors. He assists in all the laboratory classes and attends works in the laboratory. He keeps the laboratory clean and transporting laboratory materials and kits from one laboratory to other when necessary.

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING:

16.	Draughtsman Gr-1	<ol style="list-style-type: none"> 1. Passed diploma in electronics or Radio or communication Engg. (or) 2. Passed ITI. Radio Engg., or its equivalent with 5 years experience. 	He is responsible to the head of the department concerned. He prepares and drafts of technical drawings, tracing ammonium printings, letters printings, copying, photocopying etc., of the prepared drawing. Assists the laboratory project works and research works in the preparation of sketches for the students and teachers. He helps the students for the drafting works. He helps in preparing question papers by drawing necessary sketches for B.Tech., M.Tech., classes. He procure and stores of
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			drawing materials and their accounting.
17.	Foreman	<ol style="list-style-type: none"> 1. Studied upto SSLC (or SSC passed) with technical certificate (ITI or its equivalent) and 6 years experience in a electrical trade in a workshop of repute of which atleast 3 years should be in a senior mechanic cadre. 2. Ability to draft, read, drawing, execute the work from the detailed drawings and conversant with atleast 3 major trades. 3. Diploma holders in electrical engineering will be preferred. 	<p>He is responsible to the concerned Head of the Department and utilisation of Technical men, materials, machines of all sections. He is one of the main person of planning, studying, blue prints and following technical rules in the creations, installation of plants, equipment, tools, and instruments. He helps to plans, schedules, organises, co-ordinates and gives instructions to the students. He also gives co-ordination of job work in various trades. He assists the students and faculty in the fabrication of project and research works. He looks after preventive and breakdown maintenance of all equipments.</p>
18.	Mechanic	<ol style="list-style-type: none"> 1. ITI electrician or radio mechanic or instrument mechanic (Elec.) or wiring certificate with 4 years experience of which atleast 2 years experience should be as a Junior mechanic. 2. General mechanic certificate with 2 years experience as Junior Mechanic in a concerned Electrical or Electronics laboratory. 	<p>He is responsible to the Heads of the Department and Foreman concerned laboratory in the instructions proper utilization of men materials machinery concerned to his wing. He look after laboratories and materials with technical support. He carryout laboratory instructions of the faculty in the proper guidance to the students along with his juniors. He attends personally replacements, rectification of the laboratory equipments. He also attend</p>

			job works of the concerned.
19.	Senior Mechanic/ Senior Technician	<ol style="list-style-type: none"> 1. ITI Electrician or Radio Mechanic or Instrument Mechanic (Elec.) or Wiring certificate with 5 years experience of which at least 2 years experience should be a mechanic. 2. General mechanic certificate with 3 years experience of which at least 2 years experience should be as a Mechanic in a concerned Electrical or Electronics laboratory. 	He is responsible to the Head of the Department and seniors. Instruction and proper utilization of Technical men, materials and machines. He helps to procure and maintenance of department stores materials and coordinate to arrange practical classes in the laboratories.
20.	Junior Mechanic	<ol style="list-style-type: none"> 1. ITI Electrician or Radio Mechanic or Instrument Mechanic (Elec.) certificate with 2 years experience as a Junior Operator / Helper. 2. Wiring certificate with 3 years experience of which at least 2 years experience should be as a Junior Operator/ Helper. 3. General Mechanic certificate with at least 1 year experience as a junior operator / helper. 	He is responsible to the Head and the Foreman concerned in the Department laboratory. Having a thorough knowledge with the equipment's machines carry over the instructions and guidelines of his seniors. He attends to maintain of all equipments and machines and circuits etc., and assists in the fabrication of project and research works. He keeps the laboratory clean and workable with the assistance of Junior Operator/ Helpers.

DEPARTMENT OF MECHANICAL ENGINEERING AND WORKSHOP (GENERAL)

21.	Workshop Superintendent	1. B.E (Mechanical) with 7 years	He is the Head of the workshop and
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		<p>experience or M.E (Mechanical) with 5 years experience. Experience should be in planning and supervising in a general fabrication shop of repute or in the workshop of an engineering college Note: This will be equivalent to a reader for the purpose of fixing the scale.</p>	<p>responsible in all matters and maintenance of workshop.</p> <ol style="list-style-type: none"> 1. Planning, scheduling, organizing, co-ordinating workshop classes and tasks of the college. 2. Designs, develop and test instructional material and skilled training. 3. Teaching theory and practical classes for B.Tech students. 4. Procurement and storage of new materials, tools and instruments. 5. Procurement, erection and commissioning of equipment's for the workshop. 6. Advising the students and assisting the faculty in the fabrication of the project and research works. 7. Managing and maintenance of equipments and tools in the workshop including preventive and breakdown maintenance. 8. Participating in professional development activities.
22.	Master Craftsman	Studied upto SSLC or (SSC passed) or equivalent with a technical certificate (ITI or its equivalent) and 8 years experience in a workshop of	He is responsible to the Head of the Department and workshop superintendent in all matters connected with the workshop

		<p>repute of which at least 2 years in a Foreman's cadre.</p> <p>Ability to draft letters, read drawings, execute the work from the detailed drawings, converse in English and Telugu freely and conversant with atleast 3 major trades.</p>	<p>instructions, proper utilisation of technicalmen, materials, machines and maintenance of all sections in the workshop / Laboratories. He is one of the main person of planning erection, installation of plants and equipments etc. He is assists in procuring an maintaining of departmental stores, accountancy of equipment, tools and instruments. He plans, schedules, organizes, co-ordination of job works in various trades. He quits the students and assists the faculty in the fabrication of project works and research works. He look after preventive and break-down maintenance of all the equipments.</p>
23.	Draughtsman Gr-I	<p>A pass in Draughtsman course in the concerned trade from a recognised institution.</p> <p>Desirable: 2 years experience in the concerned trade.</p>	<p>He is responsible to the head of the department concerned. He prepares and drafts of technical drawing, tracings ammonia printings, letters printing, copyings, photo copyings etc., of the prepared drawing. Assists the laboratory project works and research works to the students and teachers. He helps the students for the drafting works. He helps in</p>

			preparing question papers by drawing necessary sketches for B.Tech and M.Tech classes. He procures and stores of drawing materials and their accounting.
24.	Foreman	<p>Studied upto SSLC (or) SSC passed with technical certificate (ITI or its equivalent) and 6 years experience in any trade in a workshop of repute of which at least 3 years should be a Senior Mechanic cadre.</p> <p>Ability to draft, read, drawings execute the works from the detailed drawing and conversant with at least 3 major trades.</p>	<p>He is responsible to the concerned head of the department and utilisation of technical man, materials, machines of all sections. He is one of the main person of planning, studying blue prints and following technical rules in the erections installation of plants, equipment's, tools and instruments. He helps to plan, schedules, organises, coordinates and gives instructions to the students. He also gives coordination of job works in various trades. He assists the students and faculty in the fabrication of projects and research works. He looks after the preventive and breakdown maintenance of all equipment.</p>
25.	Senior Mechanic	<ol style="list-style-type: none"> 1. Pass in JTS or ITI with 5 years experience of which at least 2 years experience should be as Mechanic. 2. With 8 years experience in a 	<p>He is responsible to the head of the department and seniors. Instructions and proper utilisation of technical man, materials and machines. He helps to procure and maintenance of</p>

		<p>trade of which at least 2 years experience should be as a Mechanic with technical competency to ITI or JTS</p> <p>3. General Mechanic certificate with 3 years experience of which at least 2 years experience should be as a Mechanic.</p>	<p>department stores materials and coordinate to arrange practical classes in the laboratories.</p>
26.	Mechanic	<p>1. Pass in JTS or ITI with 4 years experience of which at least 2 years experience should be as a Junior Mechanic.</p> <p>2. With 6 years experience of which at least 2 years experience should be as a Junior Mechanic in a trade with technical competency equivalent to ITI or JTS.</p> <p>3. General Mechanic certificate with 2 years experience as a Junior Mechanic.</p>	<p>He is responsible to the head of the department and Foreman concerned, laboratory in the instruction proper utilization of men, materials and machinery concerned to his wing,. He look after the laboratories and materials with technical support. He carry out the laboratory instructions of the faculty in the proper guidance to the students along with his juniors. He attends personally replacements rectifications of the laboratory equipments. He also attend job works of the concerned trade as per the instructions of the seniors and the faculty</p>
27.	Junior Mechanic	<p>1. Pass in JTS or ITI with 2 years experience as a Junior Operators / Helpers.</p>	<p>He is responsible to the Head and the Foreman concerned in the department laboratory. Having a</p>

		<ol style="list-style-type: none"> 2. 3. 5 years experience in a trade with 1 year experience as a Junior Operator / Helper with technical competency equivalent to ITI or JTS. 4. General Mechanic certificate with at least 1 year experience. 	<p>thorough knowledge with the equipments, machines carry over the instructions and guidelines of his seniors. He attends to maintain of all equipments and machines and circuits etc., and assists in the fabrication of project and research works. He keeps the laboratory clean and workable with the assistance of Junior Operators / Helpers.</p>
28.	Junior Operator	<ol style="list-style-type: none"> 1. Pass in JTS or ITI 2. III form pass with 3 years experience in a trade with technical competency equivalent to ITI or JTS. 3. 5 years experience in and related technical trade, competency equivalent to ITI or JTS candidates. 	<p>He is responsible to the Head of the Department and to the seniors in the execution works pertaining to the Department. Having knowledge of tools and equipments, he assists the laboratory classes with his seniors. He keeps the laboratory working, clean and workable assisting his seniors.</p>
29.	Helpers	<ol style="list-style-type: none"> 1. ITS/JTS certificate with one of the following trades Motor Mechanic / Diesel Mechanic / Refrigeration and Air-Conditioning fir Mechanical Laboratory 2. ITI/JTS certificate with one of the following trade Carpentry / Machinist / welding (gas) for 	<p>He is responsible to the Head of the department and seniors. He assists in all the laboratory classes and attends works in the laboratory. He keeps the laboratory clean and transporting laboratory materials and kits from one lab to other when</p>

		workshop	necessary.
UNIVERSITY SERVICE AND INSTRUMENTATION CENTER (USIC)			
1.	Assistant Engineer	1. B.E./B.Tech/or its equivalent with Electrical / Electronics/Refrigeration and Air-conditioning as one of the specialization. 2. 2 Years experience in instruments and service laboratory is desirable	Executive duties in the concerned section.
2.	Technicians (3 Posts)	1. SSC or equivalent 2. Certificate / Diploma in Refrigeration & Air-conditioning / Electronics / Electrical / Mechanical / Glass blowing or equivalent For Post 1: B.Sc degree or LEE or its equivalent with Diploma in Electronics from a recognized institute or experience in servicing Electronics instruments For Post 2: 1. SSC or equivalent 2. Certificate / Diploma in Refrigeration and Air-Conditioning 3. Experience : 10 years in servicing in Air-conditioners / Refrigerators. For Post 3: 1. SSC or equivalent 2. Certificate / Diploma in	Fabrication repair and maintenance of Mechanical / Electrical / Electronics / Glass blowing and other related works.

		Electronics. 3. Experience: 10 years in repair and servicing of Electronic instruments.	
3.	Technical Assistant	1. SSC or its equivalent 2. Certificate / Diploma in Refrigeration and Air-conditioning 3. Experience: 10 years in Refrigeration and Air-conditioning	Refrigeration and Air-conditioning work.
4.	Instrumentation Technician	1. M.Sc (Phy) Elec. I Class 2. Experience of Designing and Fabricating instruments such as VTVM & Pulse Circuits is desirable (or) 1. SSC or equivalent 2. Certificate / Diploma in Electronics. 3. Experience 10 years in Repair and Service of Electronics instruments	Repair & Service Maintenance and fabrication of various electronic equipment
5.	Glass Blower	1. SSC or Equivalent 2. Certificate in Scientific Glass Blowing.	Fabrication of Glass Equipment for R & D work.
6.	Electronic Mechanic	1. SSC or Equivalent 2. Certificate / Diploma in Electronics 3. Experience 5 years	Repair, Service and Maintenance of Electronic instruments.
7.	Mechanic (Carpentry)	1. SSC or Equivalent 2. ITI/JTS/ITS /General Mechanic	Repair & Fabrication or Wood models and furniture.

		<p>Certificate in the Trade carpentry.</p> <p>3. Experience 10 years</p>	
8.	Junior Mechanics (2 Posts)	<p>1. SSC or Equivalent</p> <p>2. JTS/ITS/ITI/ General Mechanic with trades welding / fitting.</p> <p>3. 10 years in fitting studies sheet metal work.</p>	Repair, service , fabrication of various mechanical gadgets
6.	Helpers (3 posts)	<p>1. Upto 3rd form (now 7th class)</p> <p>2. JTS / ITI Certificate</p>	To assist the work in various sections in USIC
PHYSICS DEPARTMENT			
1.	Laboratory Technician	<p>1. B.Sc with M.P.C or M.P.E Groups or equivalent qualification (OR)</p> <p>2. SSC or equivalent qualification with 10 years of experience in organizing a physics laboratory</p>	<p>1. Designing of circuits, models in electronics required for demonstration to the PG students in class rooms.</p> <p>2. Setting of the experiments in the labs for PG students.</p> <p>3. Testing of equipment</p> <p>4. Repairing of instruments and equipment</p> <p>5. Maintenance and up keeping of equipment</p> <p>6. Looking of the student needs while doing experiments.</p> <p>7. Looking after the quotations and indents of the</p>

			components, Chemicals and the equipment required in the labs.
2.	Master Crafts Man (Electro-Acoustic lab)	<ol style="list-style-type: none"> 1. SSC with technical qualification of LME and 5 years experience in a workshop of repute with at least two years in a Foreman's cadre (OR) 2. SSC or equivalent qualification with a technical experience in a workshop of repute of which at least 2 years in a Foreman's cadre 3. B.Sc with MPC or MPE or equivalent with an experience of 10 years as lab technician in Electro-Acoustics/ Electronics lab in any educational institution. 4. Desirable : Ability to draft letter, read drawings, execute the work from the detailed drawings, converse in English and Telugu freely and conversant with atleast 3 major trades. 	<ol style="list-style-type: none"> 1. Repairing and servicing and maintenance of lab equipment 2. Setting and attending of lab practicals
3.	Helper Boy	<ol style="list-style-type: none"> 1. Pass SSC with JTS or ITI (or) 2. Pass SSC with 2 years of experience in a trade with technical competence equivalent of ITI or JTS 	To Assist the Lab technician in all works.

4.	Foreman	<ol style="list-style-type: none"> 1. SSC with a technical certificate LME or its equivalent and 6 years experience in any trade in a workshop of repute of which at least 2 years should be a Assistant Mechanics cadre (OR) 2. SSC with technical certificate ITI or its equivalent and 8 years of experience <p>Desirability: Ability to draft and read drawings and to execute the work from the detailed drawings and conversant with atleast three major trades.</p>	<ol style="list-style-type: none"> 1. Designing, Planning and fabricating the works relating to PG classes and research. 2. Attending the Arc and Gas welding works. 3. Overall supervision in the instrumentation workshop and liquid Air Plant. 4. Maintenance of the Departmental work shop stores.
5.	Assistant Mechanics	<ol style="list-style-type: none"> 1. SSC with JTS or ITI with 3 years of experience in a work shop of repute (OR) 2. Passing JTS or ITI with 5 years of experience of which at least 2 years of experience as Jr. Mechanics (OR) 3. General Mechanic certificate with 6 years of experience of which at least 2 years experience as a Jr. Mechanic or equivalent (OR) 	<ol style="list-style-type: none"> 1. Operating of Gas and Arc welding units relating to the works of PG Classes and research 2. Supervising all the Machines like lethe, Drilling, Shaping and milling. 3. Maintenance of tools in the instrumentation workshop 4. Assistance in designs and fabrication works 5. Maintenance of practical

		<p>4. With 8 years experience in a trade of which at least 2 years experience should be as a Jr. Mechanic with technical competency equivalent to ITI or JTS</p>	<p>works relating to vacuum technology course.</p>
6.	Low Temperature Mechanic	<p>1. SSC and certificate in refrigeration in mechanic and two years of experience in any cryogenic plant (OR)</p> <p>2. B.Sc with two years experience in any cryogenic establishment of repute (OR)</p> <p>3. SSC with five years experience in any cryogenic establishment of repute (OR)</p> <p>4. General mechanic certificate with five years of experience in any cryogenic establishment of repute</p>	<p>1. Operation and maintenance of liquid air plant (out-put-180 decre) liquid air which, cost about 50 lakhs)</p> <p>2. Operation and maintenance of ice plant</p> <p>3. Operation and maintenance of distrilled water plant.</p>
13.	Junior Mechanic	<p>1. SSC and LEE with two years of experience in a work shop (OR)</p> <p>2. A pass in a JTS or ITI with four years of experience of which at least two years may be as workshop of repute (OR)</p> <p>3. General Mechanic certificate with five years experience of which atleast 2 years may be as workshop assistant.</p>	<p>1. Fabricating as per designs relating to the works of PG classes and research</p> <p>2. Handling the milling machine, lathes, shaping machine and drilling machines.</p> <p>3. Assistance in setting and conducting the practical class relating to vacuum technology course</p>

14.	Motor winder (Electrical)	<ol style="list-style-type: none"> 1. SSC & LEE with 2 years of experience in motor winding (OR) 2. SSC and ITI with electrical trade and 5 years experience in motor winding (OR) 3. ITI or General mechanic certificate with eight years of experience in a workshop repute of which at least two years experience in motor winding 	<ol style="list-style-type: none"> 1. To attend the Electrical works and Electrical motors, service and repair of the electrical motors and rewinding the burnt motors.
15.	Workshop Assistant	<ol style="list-style-type: none"> 1. SSC with JTS or ITI with 2 years experience as a helper (OR) 2. Pass in JTS or ITI with 3 years experience as Helper (OR) 3. General Mechanic certificate with at least 4 years experience as Helper (OR) 4. 5 years experience in a trade with 2 years experience as helper with technical competency equivalent 	<ol style="list-style-type: none"> 1. Making chasis and fitting of components in the chasis as per designs 2. Cleaning and oiling of all the machines in the instrumentation workshop. 3. Attending of minor electrical works in the department. 4. Assisting in all the works both in workshop and departments entrusted.

CHEMISTRY:

16.	Micro Analyst	<ol style="list-style-type: none"> 1. M.Sc in Organic Chemistry I or II Class with a training in Micro Organic analysistical Techniques and Micro analytical 	<ol style="list-style-type: none"> 1. To carry out the Analysis of compounds (mainly organic) for their elements like C & H 2. To maintain the Micro Chemical
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		Instrumentation. 2. Experience in Carbon-Hydrozon analysis is desirable	equipment & Micro-balance 3. Semi-Micro analysis of compounds containing S, CL, PN and other elements
17.	Lab Technicians	1. B.Sc II Class with Botany and Chemistry among part – II subjects 2. <u>Desirable</u> : Certificate course in lab technician previous experience as laboratory assistant or lab. Technician	1. Maintenance of M.Sc previous and final Chemistry labs 2. Preparation of solutions, reagents, dilute Acids. 3. Recoveries of solvents. 4. Regeneration of De-ionized water plant 5. Maintenance of ice-cube machine 6. Maintenance of instruments in all labs. 7. Operation and maintenance of I.R., U.V. spectrometre and Cyclic-Volta motor. 8. Maintenance of addressing system & projection 9. Office work.
18.	Gas Man	1. ITI or Jr. Polytechnic Diploma or 5 years experience in a job.	1. Maintenance of Gas plant. 2. Regeneration of distilled water plant and supply to all labs. 3. Maintenance of ice plant. 4. Maintenance of gas line in all science buildings. 5. Maintenance of minor repairs of gas burners.
19.	Senior Gas Peon	1. VIII Class	1. Maintenance of gas plant.

		<p>subject</p> <ol style="list-style-type: none"> 2. Candidates with advanced training in laboratory techniques is preferred. 3. 2 years of experience in the post in similar educational. 	<p>laboratories and the museum of the dept.</p> <ol style="list-style-type: none"> 2. To procure, arrange and maintain the necessary equipment, chemicals etc and specimens for laboratories and museum respectively. 3. To make necessary arrangements for the conduct of practical of the students, Scholars and staff members.
25.	<p><u>Botany Dept.</u> a) Herbarium Keeper</p> <p>b) Lab Technician</p>	<ol style="list-style-type: none"> 1. M.Sc. Botany with minimum II class 2. Sound knowledge in plant taxonomy and methods of plant collection. <p><u>Desirable:-</u></p> <ol style="list-style-type: none"> 1. Diploma in Horticulture 2. Specialization in plant Taxonomy at M.Sc. or post M.Sc level certificate course in plant systematics. 3. Previous experience at Herbarium keeper in university department. <ol style="list-style-type: none"> 1. B.Sc. II class with Botany & Chemistry among part-II subjects. 2. <u>Desirable:</u> Certificate course in lab technician previous experience as laboratory Assistant or lab 	<p>Should be able to identify the collected plant material and maintaining the Herbarium in good condition.</p> <p>Preparation of Laboratory reagents for practical classes. Maintenance of glass equipment including microscopes. Supervision of the work of the laboratory attenders and</p>

		technician	arrangements for the practical classes.
26.	<u>Zoology Dept</u> a) Taxi – Dermist	<ol style="list-style-type: none"> 1. SSLC 2. Diploma in dermist 3. Experience:- Preferable for experience candidates 	<ol style="list-style-type: none"> 1. Preparation of stuffed animals 2. Preservation of animals in the Museum. 3. Maintenance of Museum and upkeeping Supply animal models to class rooms.
	b) Animal Keeper	<ol style="list-style-type: none"> 1. SSLC and Husbandery certificate from Madras aquarium 2. Experience:- Preferable for experience candidates. 	<ol style="list-style-type: none"> 1. Changing of bed and cleaning of rat cages 2. Upkeeping of animal house. 3. Acquarium cleaning and maintenance of fish.
	c) Lab Technician	<ol style="list-style-type: none"> 1. B. Sc 	<p>Preparation of Laboraratory regents for Practical classes, maintenance of glass equipment including microscopes. Supervision work of the laboratory attenders and arrangements for the practical classes.</p>
	d) Aquarium Assistant	<ol style="list-style-type: none"> 1. Minimum VIII Standard with a certificate in aquarium maintenance 	To maintain the aquarium lab.
27.	<u>Geography Dept:</u> Draughts Man-Cum- Cartographer	<ol style="list-style-type: none"> 1. LCE/LME/D.Sc. Physics or Geology 2. Expeirience in map drawing and 	<ol style="list-style-type: none"> 1. Cartographic map compilations preparing of graphs diagrams, and

		Cartography	maps for research work. Handling of cartographic instruments, map enlargements. Maintenance of departmental equipment and Museum.
28.	<u>Geology Dept</u> a) Chemical Analyst	<ol style="list-style-type: none"> 1. M.Sc. Geology I or II class with 2 to 3 years experience in carrying out chemical analyses. 2. Should have studied Chemistry as one of the optional subjects in his B.Sc. degree 	<ol style="list-style-type: none"> 1. Maintenance of Geo-Chemical laboratory. To assist the teaching Research Scholars and students in carrying out water analysis, rock and mineral analysis and to keep the concern instruments in working condition on modern and updated lines. Also to arrange he mechanicals in an orderly way. He will assist the faculty in charge or the lab in placing order for chemicals and glass ware. He should equipped with sound knowledge in the operation of A.S. Spectrophotometer. Flame Photometer, Colorograph, Etc.
	b) Museum Assistant	<ol style="list-style-type: none"> 1.SSLC/SSC 2.Certificate in Museum keeping from a national museum. 3.Certificate in type-writing. 4.5 years experience in Geological Museum or 1. B.Sc. (Geology as one of the 	<ol style="list-style-type: none"> 1. Maintenance of Geology Museum on modern lines Registration of Specimens, i.e. painting, numbering and trimming to the required sizes for display. Indian-ink writing on Specimens and typing the labels of the Specimens.

		<p>subjects)</p> <p>2. Technical: Certificate in typewriting.</p>	
	c)Section Cutter	<ol style="list-style-type: none"> 1. SSLC/SSC 2. Certificate in Section cutting (rocks, minerals ores and fossills) 3. 5 years experience in any section cutting (Geology lab) 	<p>1. Preparation of thin sections of rocks minerals, and Ores, Mounting of Ores on Bakelite and plastic surfaces. Rock trimming and core drilling of oriented samples from rocks.</p>
	d)Lab Assistant	<ol style="list-style-type: none"> 1. VII Class passed 2. 5 years experience in all Geological Laboratories 	<p>1.Assisting the teaching Staff Members in conducting practical classes for students and research scholars. Keeping the laboratory upto date with required articles in neat, tidy and working condition.</p>
	e)Geo-hydrological Assistant	<ol style="list-style-type: none"> 1. M.Sc (Geology) 2. 2 years Research Experience in Geo-hydrology 	<p>1. Carrying out ground water survey and preparation of reports.</p>
	f)Assistant Section Cutter	<ol style="list-style-type: none"> 1. SSLC/X Class 2. Certificate in Section Cutting techniques (OR) 1. VIII class passed 2. At least 5 years experience in preparing thin section of rocks, 	<p>1. To assist the section cutter in preparing thin sections of rocks minerals and ores. Mounting or ores on back elite and plastic surfaces and also in rock-trimming and core-drilling of orientated</p>

	<p>1) Asst. Binders</p> <p>2) Binder Boys</p>	<p>1. a) General: Should be a literate in English & Telugu b) Technical: Should be able to do all kinds of binding works including rebinding of old books.</p> <p>2. Should be able to operate all kinds of folding, cutting stitching and ruling machines and other kinds of binding books.</p> <p>3. Should be a good knowledge of various papers and boards and other binding materials</p> <p>4. Should have a minimum of 3 years experience in various binding works.</p> <p>1. Should be a literate in English and Telugu Aptitude to do works in that binding section</p>	<p>1. Working in the section are entrusted with the work of sizing of books section and round stitching of books and mending of and repairing of books and such other work with the assistance of the binder boys under the guidance of binders.</p> <p>1. Working in the binding section and attending to the leather binding and guiding of back volumes of journals, full calico and half calico binding of books and in addition to supervise work of Assistant Binders and binder boys working in the section.</p>
31.	<u>SVU SCHOOL:</u>	Qualifications not prescribed	1. Maintaining of the stock register

	LAB ASSISTANT		<p>and accounting for the stocks (entering the stocks, issues, checking the balances etc. under the supervision of the teacher concerned)</p> <ol style="list-style-type: none"> 2. Issuing chemicals equipment etc. required for the class room purposes, taking them to the classes, to be exhibited by the teacher. 3. Arranging the apparatus and helping the teachers during the demonstration classes. 4. Issuing the equipment and apparatus for the pupil during their laboratory work (during the different cycles of experiments) 5. Acts as skilled Assistant during the preparation of certain A.V. models used for class rooms, teaching and models prepared by the pupils during their club activities. 6. Collecting the specimens and materials required for the experiments (both demonstration and practical work) in life sciences.
32.	SVUPG Centre a) Kavali		

<u>Lab Assistant:</u>		
1) Dept of Physics	1. B.Sc with Physics Combination Desirable:- Experience in Science Laboratories.	To attend the laboratory work
2) Dept of Zoology	1. B.Sc with Zoology Combination Desirable:- Experience in Science Laboratories.	To attend the laboratory work
b) Kadapa 1) Dept of Chemistry	1. B.Sc with Chemistry Combination Desirable:- Experience in Science Laboratories.	Laboratory and stores maintenance.
Dept of Applied Geology	1. B.Sc with Geology Combination 2. Desirable:- Experience in Science Laboratories.	Laboratory and stores maintenance.

1. University follows A.P. State & Subordinate Service Rules, 1996
2. Employees shall pass Accounts Test for Subordinate Officers Part – I for promotions from the Cadre of Senior Assistants onwards.
- 3.



SRI VENKATESWARA UNIVERSITY : TIRUPATI

NO. SVU/E-I(2)/SVIMS/2005

DATED: 02-01-2006

From

To

**The Registrar,
S V University,
Tirupati.**

**The Registrar,
SVIMS University,
Tirupati.**

Sir,

**Sub: SV University – Sending of details of certain Superior Staff Posts as requested –
Regarding.**

Ref: Your letter No. Nil, dt. 03-12-2005 received in this office on 14-12-2005.

With reference to the letter cited, I am by direction to send enclosed herewith the details with regards to the posts of Registrar, Deputy Registrar and Assistant Registrar, Controller of Examinations etc., available in this university for your information.

Yours Faithfully

JOINT REGISTRAR

Sl.No	Name of the Post	Qualifications prescribed under rules	Nature of Duties
1	Registrar	1. At least 15 years experience as lecturer and reader of which 5 years should be as Reader, with experience in educational administration.	The Registrar shall act as the Secretary of the Board of Management and Academic Senate. He shall exercise such powers and perform such duties as may be prescribed.
		2. Persons with comparable qualifications in research establishments and other institutions of higher education are also eligible.	It shall be the duty of the Registrar:- (i) to be the custodian of the records, common seal, and such other property of the University as the BOM may commit to his charge.
		3. Persons with 10 years of administrative experience and who have qualifications comparable to those required for appointment to the post a Reader will also be considered.	(ii) to conduct official correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
		4. In the case of internal candidates there can be relaxation of the above requirements.	(iii) to issue under the direction of the Vice-Chancellor, all notices, concerning meetings of the BOM, Academic senate, Board of studies and any committee thereof, and
			(iv) He shall, in the execution of his office be subject to the immediate direction and control of the Vice-Chancellor and

			shall generally render such assistance as may be desired by his in the performance of his official duties.
2	Finance officer	Qualification not mentioned in G.O .Ms.No.64 Edn. Dept., dt.5.3.92, relating to the appointment of the Finance officers in all the Universities in the state by the State Govt. (Copy enclosed)	He shall maintain the accounts of the University and also advice the University on all matters relating to income and expenditure.
2(a)	One Dy. Registrar is working against the post of Finance Officer as at present.		He is under the Control of the Registrar. He is incharge of Collage of Engg. Account & P.G. Centres A/cs., General A/c., Exams Account., Mis. Grants A/c.
			Passing of salary bills of the above accounts, pension bills, examinations bills, scholarship bills, maintenance of cash books/ledger books/registers for recovery of various advances, he is Secretary of the Finance Committee.
			Supervise the works of the Asst. Registrars working in finance & Accounts Branch.
3	Controller of Examinations.		He is under the control of the Registrar Conduct of Exams – Scrutiny of applications – preparation of question papers – issue of hall tickets – public sending of marks statements/ candidates – issue of provision migration certificates ect., - conduct of convocation - certificates – furnishing of information to academic branch for annual reports – preparation of ranks – sending of list of ranks for awarding national merit scholarships.
4	Additional Controller of Examinations.		He will be under the direct control of controller of examinations and will assist controls of Examinations in all

			the centers relating to Examination branch as sanction above.
5.	Deputy controller of Finance and Accounts		<p>He is under the control of the Registrar.</p> <p>He is incharge of SVU College Account, Capital Account, GPF/Pension/ GIS Account, endowment account, passing of salary bills, loan bills, subscription bills, pension bills.</p> <p>Allotment of Quarters to the University Employees, Preparation of Budget and Revised Budget estimates every year. Reconciliation and compilation of accounts, preparation of annual account, passing of work bills.</p>
6	Deputy Registrar (Administration)		<p>He is the under the control of the Registrar</p> <p>He will assists the Registrar in all matters relating to the University Administration. i.e. appointments transfers /promotions /fixation of pay to the teaching and non teaching staff of the University. – implementation of various changes to the teaching and non teaching staff. – sanction of increments and leaves granting of lien / deputation duty leave etc., / pensions to the university employees matters relating to court – district Forums / suits / lokayukta or upaloka-yukta – house buildings loans / educational / festival / marriage / vehicle / cycle advances and loan to the eligible university employees – implementation of G.Os. relating to service matters – issue of general circulars – correspondence relating to study centers and P.G. centers, maintenance of confidential</p>

			reports – perform such other duties as may be entrusted to his from time to time by the Registrar
7	Deputy Registrar (Academic)		Granting of affiliations to all Degree Colleges and P.G. Courses including professional colleges, maintenance of corpus fund of various affiliated colleges – Recognition of Autonomous colleges – Nomination of members on Governing bodies, Selection committees of Affiliated colleges – Framing of rules, syllable, Test & Ref. Books for all the courses of the university – constitution of Government. Academic senate – UGC, Board of Studies of Both P.G. & combined and under Graduate & conducting of the meetings of those authorities – recognition of examinations conducted by the other Universities / bodies / institutions in India & abroad – conducting of Endowment Lectures and its printing work – Admission rules for three year Degree course, professional and P.G Courses of the University and affiliated colleges – combination of attendance relating to affiliated colleges in the University area and also from outside University – Award of endowment scholarships/ recognition of research centers/ research guides/ doing research leading to Ph.D. – Information to AIU/ commonwealth Universities year book – Common entrance examinations – inclusion of colleges under UGC Act, - other information.
6 (c)	Deputy Registrar (Special Cell)		He is under the control of the Registrar Implementation of rule of reservation as per A.P. Govt. instructions – correspondence relating to SC/ST/BC/O.BC scholarships collection of data relating to admission of

			<p>students in the University and affiliated colleges and sending the same to the UGC every year – Correspondence relating to purchase of books and equipment pertaining to all Departments of the University College – supply of uniforms to the Staff – Purchase of Medicines etc. to the SVU Health Centre – Stationery – Books Journals etc.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Registrar.</p>
7	Development Officer		<p>He is under the direct control of the Registrar.</p> <p>Correspondence relating to UGC / State Govt. / Other Funding Agencies – works relating to seminars / Scholarships/ Fellow-ships / workshops /conferences/ research schemes/projects/ deputation of teachers under unassigned grants/teachers exchange programmes / educational tours / purchase of books and equipment to the University College under plan grant – claiming of building grants / salaries of teaching staff from UGC – Grants relating to affiliated colleges – setting up of the Boards by AICTE – Nomination of Academicians – Preparation of Utilisation certificates of the Development Branch.</p> <p>Perform such other duties as may be entrusted to his from time to time by the Registrar.</p>
8	Asst. Registrar (Admn.,)		<p>He is under the control of Deputy Registrar (Admin.) in all matters relating to University administration. – Record all entries in SRs of University employees. Receiving Tappal relating to Administration Branch.</p>

			<p>Perform such other duties as may be entrusted to him from time to time by the Deputy Registrar (Admn.)</p>
9	<p>Asst. Registrar (Academic)</p>		<p>He is under the control of Dy. Registrar (Academic). Assist the DR(Academic) in all the matters relating to Academic Branch. Receiving Tappal relating to Academic Branch. Perform such other duties as may be entrusted to him from time to time by the Dy. Registrar (Academic).</p>
10.	<p>Asst. Registrar (Exams) Asst. Controller of Exams</p>		<p>He is under the control of Controller of Exams.</p> <p>Assist the C.E / Addl. C.E. in all matters relating to Examination Branch. Perform such other duties as may be entrusted to him from time to time by the controller of examinations.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Controller of Examinations.</p>
11.	<p>Asst. Registrar (Finance I), Finance (II) & Finance III)</p>		<p>They are under the control of Dy. Registrars (Fin.I & Fin. II).</p> <p>Assist DRs in Finance & Accounts Branch.</p> <p>Performs such other duties as may be entrusted to him from time to time by the Dy. Registrars in Fin & Accounts, Branch.</p>

12.	Asst. Registrar (Development)		<p>He is under the control of Development Officer.</p> <p>Assist the Development Officer perform such other duties as may be entrusted to him by the Development Officer from time to time.</p>
13.	Assistant Registrar O/o the Principal, S.V.U. College of Arts and Sceinces, Tirupati.		<p>He is under the control of Principal, SVU College of Arts & Sciences.</p> <p>Assist the Principal in all matters relating to University college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVU College.</p>
14.	Assistant Registrar, O/o the Principal, SVU College of Engg., Tirupati		<p>He is under the control of Principal, SVU college Engg.,</p> <p>Assist the Principal in all matters relating to Engg. college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVUC of Engg.</p>
15.	Assistant Registrar (Engg. Department)		<p>He is under the control of the University Engineer, SV University, Tirupathi.</p> <p>Assist the University Engineer in all matters relating to Engg. Dept.</p> <p>Performs such other duties as may be entrusted to him from time to time by the University Engineer.</p>

Sl. No	Name of the Post	Qualifications prescribed under rules	Nature of Duties
1.	Care Taker	Literate	Will be on duty round the clock in the reception counter of Guest House

Sl.No	Name of the Post	Qualifications prescribed under rules	Nature of Duties
1.	Archivist	MA in History with diploma in Archives Keeping	Collection and preservation of rare and valuable manuscripts, books etc. of the University and also many official records (Administrative reports, proceedings of the Senate, Syndicate and Academic Council, Reports on History of affiliated colleges) To supervise and coordinate the record room organizing work