

**CENTRAL UNIVERSITY OF SOUTH BIHAR**

1	Name of the Post	<b>Internal Audit Officer (on Deputation)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'A'
4	Pay Level	Level – 12 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Method of recruitment	Deputation
6	Educational and other qualification required for deputation recruitment.	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous post on a regular basis.</p> <p align="center"><b>OR</b></p> <p>with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.</p> <p align="center"><b>OR</b></p> <p>with five years regular service in Level 10 or equivalent in area of Audit and Accounts in any Govt. Department/Autonomous Bodies.</p>

1	Name of the Post	<b>Assistant Registrar</b>
2	No. of posts	02 (OBC & UR)
3	Classification	Group 'A'
4	Pay Level	Level – 10 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	40 years
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p>

1	Name of the Post	<b>Hindi Officer</b>
2	No. of posts	01 (UR)
3	Pay Level	Level – 10 (as per 7 <sup>th</sup> CPC Pay Matrix)
4	Age limit for Direct Recruitment	40 years.
5	Classification	Group 'A'
6	Educational and other qualification required	<p><b>Essential:</b></p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p><b>AND</b></p>

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		<p>Three Years' experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p><b>OR</b></p> <p>Three Years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p> <p><b>Desirable:</b></p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
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1	Name of the Post	<b>Private Secretary</b>
2	No. of posts	02 (1 UR & 1 PwBD)
3	Classification	Group 'B'
4	Pay Level	Level – 7 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years
6	Educational and other qualification required for direct recruitment.	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from a recognised University/Institute.</li> <li>2. At least 03 years' experience as Personal Assistant or 5 years as Stenographer in a University/Research establishment/Central/State Govt./PSU and other autonomous bodies.</li> <li>3. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi.</li> <li>4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.</li> <li>5. Knowledge of computer applications.</li> </ol> <p><b>Skill Test Norms on Computer:</b></p> <p>Dictations: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi</p> <p>Transcription : 50 minutes (English)/60 minutes (Hindi)</p> <p><b>Desirable:</b></p> <p>Proficiency in English &amp; good communication skills.</p>

1	Name of the Post	<b>Assistant Engineer (Civil)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 7 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent.</li> <li>2. Three years' experience in the related field as Junior Engineer or Equivalent in State Government /PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organization with an annual turnover of at list Rs.200/- Crores or more.</li> </ol>

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1	Name of the Post	<b>Assistant Engineer (Electrical)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 7 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree in Electrical Engineering from a recognised Institute/ University or equivalent.</li> <li>2. Three years' experience in the related field as Junior Engineer or Equivalent in State Government/PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organization with an annual turnover of at least Rs.200/- Crores or more.</li> </ol>

1	Name of the Post	<b>Personal Assistant</b>
2	No. of posts	03 (1 UR, 1 OBC & 1 SC )
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment.	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/University.</li> <li>2. Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm</li> <li>3. Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> <li>5. Two years' experience as Stenographer or equivalent in Central /State Govt. organisation/University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200/- Crores.</li> </ol> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b> Dictation: 10 Minutes @ 100 w.p.m. Transcription : 40 Minutes (English)/55 Minutes (Hindi)</p>

1	Name of the Post	<b>Senior Technical Assistant (Computer)</b>
2	No. of posts	01 (UR)
3	Classification	Group 'B'
4	Pay Level	Level – 6 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	35 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. B.E./ B. Tech. in Computer Science and Engineering/Electronics Engineering.</li> </ol> <p align="center">OR</p> <p align="center">M.C.A./M.Sc. in Computer Science.</p> <p>(2) Two (02) years' programing experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX Platforms from a recognized Public/PUS/Private organization.</p>

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1	Name of the Post	<b>Statistical Assistant</b>
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 5 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>Bachelor's Degree in Statistics.</p> <p>Or</p> <p>Bachelor's degree in Mathematics with Statistics as one of the subject</p> <p>Or</p> <p>Bachelor's degree in Economics with Statistics as one of the subject</p> <p>Or</p> <p>Bachelor's degree in Commerce with Statistics as one of the subject.</p>

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1	Name of the Post	<b>Semi Professional Assistant</b>
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 5 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>Master's Degree in Library Science and Information Science from any recognised University/Institution</p> <p>OR</p> <p>Bachelor's Degree in Library/Library and Information Science from a recognised Institute/University with two years relevant experience in a University/Research Establishment /Central /State Govt./PSU / Autonomous Institutions.</p>

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1	Name of the Post	<b>Laboratory Assistant</b>
2	No. of posts	02 (1 UR & 1 OBC)
3	Classification	Group 'C'
4	Pay Level	Level – 4 (as per 7 <sup>th</sup> CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>Bachelor's degree in Science (Chemistry)/Agriculture/B. Pharma (Bachelor's degree in Pharmacy) with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</p> <p>The experience should be in University/ Research establishment/ Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

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1	Name of the Post	<b>Lower Division Clerk</b>
2	No. of posts	9 (03 UR, 1 OBC, 2 SC, 01 ST & 02 PwBD)
3	Classification	Group 'C'
4	Pay Level	Level – 2 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 years.
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from any recognized Institute/ University</li> <li>2. English Typing @ 35wpm OR Hindi Typing @ 30wpm. (35 wpm and 30 wpm correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word).</li> <li>3. Proficiency in Computer Operations.</li> </ol>

1	Name of the Post	<b>Laboratory Attendant</b>
2	No. of posts	03 (1 UR & 2 OBC )
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 10+2 with Science stream from any recognised Central/State Board</li> <li>OR</li> <li>10<sup>th</sup> pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.</li> </ol>

1	Name of the Post	<b>Library Attendant</b>
2	No. of posts	01 (UR)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 10+2 or its equivalent examination from a recognized Board.</li> <li>2. Certificate course in Library Science from a recognized Institution.</li> <li>3. One year experience in a University/College/Educational Institution Library.</li> <li>4. Basic knowledge of computer applications.</li> </ol>

1	Name of the Post	<b>Multi-Tasking Staff (MTS)</b>
2	No. of posts	03 (01 UR, 01 OBC & 01 EWS)
3	Classification	Group 'C'
4	Pay Level	Level – 1 (as per 7th CPC Pay Matrix)
5	Age limit for Direct Recruitment	32 Years
6	Educational and other qualification required for direct recruitment	<p><b>Essential:</b></p> <p>10th Pass from a recognized Board.</p> <p style="text-align: center;">OR</p> <p>ITI Pass.</p>