

EDUCATIONAL QUALIFICATIONS: FOR VARIOUS NON-TEACHING POSITIONS

Minimum Educational Qualifications and Experience etc. for all the posts shall be applicable as prescribed by the "UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018 AND CONCERNED STATUTORY BODIES AS AMENDED FROM TIME TO TIME.

Sr. No.	Name of The Post	Qualification
1.	ASSISTANT REGISTRAR	Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Desirable: i) Knowledge of Computer Applications. ii) Fresher can also apply.
2	FINANCE OFFICER	Essential: 1) A Master's degree (Account / Finance / Economics/ Mathematics) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2) At least 08 years of experience in responsible executive position in accounts/Finance department preferably in a educational institution or in a Government department or senior level position in a corporate sector. 3) Fresher can also apply.
3	ASST. FINANCE OFFICER	Essential: 1) A Master's degree (Account/Finance/Economics/ Mathematics) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2) Two year Work experience in any educational institution/ government or corporate sector. 3) Fresher can also apply.
4	ACCOUNTANT	Essential: 1) A bachelor degree with at least 45% marks at Graduation (Commerce) level or having studied Economics/Mathematics as one of the subjects at Graduation level. 2) Fresher can also apply. Desirable: Work experience in any educational institution/ government or corporate sector.

5	LIBRARIAN	<p>Essential:</p> <ol style="list-style-type: none"> 1) Master Degree in Library Science/Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. 2) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian. 3) Evidence of Innovative Library services, including the integration of ICT in a library. 4) Evidence of Innovative Library services, including the integration of ICT in a library. 5) A Ph.D. Degree in library science/documentation/archives and manuscript keeping. 6) Fresher can also apply.
6	ASSISTANT LIBRARIAN	<p>Essential:</p> <ol style="list-style-type: none"> 1) Master Degree in Library Science/Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. 2) A Ph.D. Degree in library science/documentation/archives and manuscript keeping. 3) Fresher can also apply. <p>Desirable: M.Phil./Ph.D. Degree in Library Science/ Information Science/ Archives and Manuscript-keeping</p>
7	RESEARCH OFFICER	<p>Essential:</p> <ol style="list-style-type: none"> 1) A Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2) At least 03 years experience in the field of Research. 3) Fresher can also apply. <p>Desirable: Ph.D. Degree along with good knowledge of computer.</p>
8	PRIVATE SECRETARY	<p>Essential:</p> <ol style="list-style-type: none"> 1) A Bachelor's Degree from a recognized University/Institute. English/Hindi Stenography speed @ 120 w.p.m. in English or 100 w.p.m. in Hindi 2) English/Hindi Type speed @ 35 w.p.m. in English or 30 w.p.m. in Hindi. 3) Knowledge of computer applications. 4) Fresher can also apply. <p>Desirable: Proficiency in English & good communication skills.</p>
9	LOWER DIVISION CLERK	<p>Essential:</p> <ol style="list-style-type: none"> 1) A Bachelor's Degree from any recognized Institute/University. 2) English Typing @ 35 wpm OR Hindi Typing @30 wpm 3) Proficiency in Computer Operations. 4) Fresher can also apply.

10	INFORMATION ASSISTANT	<p>Essential:</p> <ol style="list-style-type: none"> 1) Candidates should have A Bachelor's Degree Computer Science/ Computer Technology/ Computer Application/ Computer Science or Technology or Electronics and Information Technology from any recognized Institute/University. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2) Candidates must have the degree with Diploma in Computer Application/Computer Science/Information Technology. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3) Post Polytechnic Diploma in Computer Application from Polytechnic Institutions or 3 years Diploma in Computer Science and Engineering/Computer Application/Information Technolog 4) Candidates must have the degree with Diploma in Computer Application/Computer Science/ Information Technology. 5) Candidates also have knowledge and typing speed of 20 wpm of Hindi and English . 6) Fresher can also apply
11	BOOK LIFTER	<p>Essential:</p> <ol style="list-style-type: none"> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications. iv) Fresh Candidate can also apply.
12	DRIVER	<p>Essential:</p> <ol style="list-style-type: none"> 1) 10th Pass from any recognized Board. 2) Possession of a Valid Commercial Driving License for Light/ Medium/Heavy Vehicles issued by the competent authority having no adverse endorsement. 3) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). 4) Experience of driving motor vehicles for at least 3 years. 5) Fresher can also apply.
13	WATCHMAN	8 th Pass from any recognized School
14	GARDNER	<ol style="list-style-type: none"> 1) 8th class pass from any recognized school and experience of care taking of plants. 2) Fresher can also apply.

1. All applicants are required to apply in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the University website. The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the University website (www.skvv.ac.in) along with this advertisement. The applicants are required to read these details before filling up the form.

2. Hard copy of application form along with all self attested testimonials, certificates / educational qualifications and all supporting documents should reach to "**Registrar, Shri Kallaji Vedic Vishvavidyalaya, Kalyan Lok, Jawda, Nimbahera-312-601, Dist.- Chittorgarh (Rajasthan)**" in closed send through Registered Post/Speed Post/Courier only.

3. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The posts are being advertised keeping in view the broad areas of specialization in subjects. However, the Department concerned may have specific requirement of specialization.

4. The applications received shall be screened as per screening guidelines attached with this advertisement for short listing and recommending the applicants to be called for interview.

Mere fulfilment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

5. Application fees and application form(s) are to be submitted as per details given below:

* Application fee Rs 300/- will be charged from one applicant.

* Application forms have to be filled, as available on the website of the University along with this advertisement, within the prescribed time limit indicated in the advertisement.

* Applicants applying for more than one post/department must apply separately.

6. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

7. Applicants serving in Government/Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit 'No Objection Certificate from the employer, at the time of Interview, if not submitted with the application earlier.

8. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the application form.

9. The University further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.

10. Any consequential vacancies arising at the time of Interview may also be filled up from the available shortlisted candidates.

11. The University will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the university.

12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves right to modify/withdraw/cancel any communication made to the applicants.

13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

14. No TA/DA shall be paid to candidates for attending interview.

15. The last date for submission of the form shall be as specified in the advertisement.

16. Any dispute regarding the recruitment will fall under the jurisdiction of Chittorgarh (Rajasthan).