

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

**ANNEXURE - A**

**PC - 202            Dean (College Development Council)**

*Method of induction*            : *Tenure appointment initially for period of 3 years extendable up to 6 years including re-appointment subject to the age limit of 65years*

*Educational Qualification & Other Requirements*    : *An eminent scholar or educational Administrator with published work of high order. About 10 years of experience in teaching and/or research with a PhD Degree.*

*Desirable*                                : *Administrative experience in Professor's cadre in University System with a good track record*

**PC - 203 DEPUTY REGISTRAR**

*Method of Induction*                        :        *Deputation/Absorption failing which by Direct Recruitment.*

*Age Limit*                                        :        *Maximum 50 years for Direct Recruitment (Relaxable for SC/ST/OBC & PH) Maximum 55 years for Deputation*

*Minimum Eligibility Criteria*    : **Deputation/Absorption:**  
*Officers with atleast 5 years of Regular service in the scale of Assistant Registrar/Equivalent in any recognized University/Autonomous Body/Govt. Department or Organization/Public Sector Undertaking*  
*And*  
*Possessing the qualifications prescribed for Direct Recruitment.*

**Direct:**

*i) A Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale.*

*(And)*

*ii) Nine years of experience as Lecturer / Assistant Professor with AGP of Rs. 6000 and above with experience in Educational Administration.*

*(or)*

*Comparable experience in Research Establishment and / or other Institutions of Higher Education.*

*(or)*

*Five years of Administrative experience as Assistant Registrar or in an equivalent post*

**PC - 204 DEPUTY DIRECTOR (DISTANCE EDUCATION)**

*Method of induction* : *Deputation with protection of salary failing which by contract.*

*Age Limit* : *Maximum 50 years*

*Educational Qualification:  
& Other requirements* : **Essential**  
*1) PhD*  
*2) A Master's Degree with at least 55% of Marks or its equivalent grade of B in the UGC seven point scale.*  
*3) Eight years of experience as Assistant Professor/Lecturer in an University/College or Eight years of experience as Assistant Registrar or in an equivalent post in an Institution of Higher Education.*

*Desirable* : *Experience in Distance Education*

**PC - 205 Placement Officer**

*Method of Induction* : *Direct Recruitment (Initially on Contract basis)*

*Age Limit* : *Maximum 45 years  
(Relaxable for SC/ST/OBC & PH)*

*Educational Qualifications:  
& Other requirements* : *i) M.B.A/M.E or M.Tech/other equivalent with at least 55% of marks or its equivalent grade of B in the UGC seven point scale*  
*ii) A total of eight years of experience at the Lecturer level out of which a minimum of one year in placement related activities*

*Desirable* : *Ph.D*  
*Candidate should be dynamic with excellent Communication Skills, Public Relations, knowledge of Hindi & Tamil.*

**PC - 206 Public Relations Officer**

*Method of induction* : *Deputation/Absorption failing which by Direct Recruitment.*

*Age Limit* : *Not applicable*

*Educational Qualification  
& other requirements* : **Direct:**  
*A Master's Degree with at least 55% of Marks or its equivalent grade of B in the UGC seven point scale and a Degree/Diploma in Public Relations/Journalism/Media relations or equivalent relevant qualification.*

*5 years of experience as an Officer in Public Relations in Educational Institutions/ Government Departments/Public Sector Undertakings/ Autonomous Bodies/Reputed private firms.*

**Deputation / Absorption:**

Officers with at least 5 years of regular service in the field of public relation as Asst.Registrar /Equivalent in any recognized University /Autonomous Body/Govt. Department or Organization/Public Sector undertaking.

(And)

Possessing the qualifications as prescribed for Direct Recruitment

*Desirable* : Knowledge of Tamil & Hindi. Excellent communication skills in English Language, News drafting, reporting, liaison with faculty and a team player.

**PC - 207 Hindi Officer**

*Method of Induction* : Direct Recruitment

*Age Limit* : Maximum 40 years  
(Relaxable for SC/ST/OBC & PH as per norms )  
Exemption for 5 years to the employees of Central Government/State Government/Universities and Autonomous Organization

*Minimum Eligibility Criteria* : **Essential**  
: i)PG or equal Degree in Hindi from any recognized University with minimum 55% marks with English as a subject at degree level  
ii)Five years experience in Translation, English to Hindi and Hindi to English in which technical or scientific literature will be given importance or five years experience in Hindi Education Research Writing or Journalism  
**Desirable**  
: i) Knowledge of Sanskrit or any other Indian Language

**PC- 208 Assistant Horticulturist**

*Method of Induction* : Deputation/Absorption /Direct Recruitment

*Age Limit* : Not applicable

*Educational Qualification & Other Requirements:*

Officers holding equivalent post or with at least 5 years of regular service in the scale of Horticultural Assistant/ Equivalent (Rs. 6500-200-10500) (Pre-revised) in any recognized University / Autonomous Body/Govt. Department or Organization / Public Sector undertaking.

(and)

Possessing the qualification of M.Sc in Horticulture/Agriculture with at least 55% marks or its equivalent Grade of B, in the UGC seven point scale

*For contract* : Ex-servicemen with relevant qualifications and experience

**PC- 209 Section Officer**

*Method of Induction* : *Deputation/Absorption failing which by  
(Direct Recruitment)*

*Age Limit* : *Maximum 45 years – for Direct Recruitment  
(Relaxable for SC/ST/OBC & PH)  
Max 55 years for Deputation*

*Minimum Eligibility Criteria* : **Direct Recruitment**  
*i) A Master's Degree with at least 55% of marks or its  
equivalent grade of B in the UGC seven point scale.*

*(or)*

*A Bachelor Degree with CA (Chartered Accountant)*

*(or)*

*A Bachelor Degree in Law*

*ii) 5 years experience in office work in an educational  
Institutions/Government office at the next below level.*

**Deputation/Absorption**

*Individuals with six years regular service in the scale  
of Rs. 5000-8000 (pre-revised) in any recognized  
University/ Autonomous body/Central/State  
Government Department/Organization and  
possessing the qualifications prescribed in (i) as above  
under direct recruitment*