



Engineering College Bikaner

Autonomous Institution of Govt. of Rajasthan

Karni Industrial Area, Pugal Road, Bikaner-334004 (Raj.)

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इंजीनियरिंग कॉलेज बीकानेर में अशैक्षणिक रिक्त पदों हेतु आवेदन पत्र आमंत्रित किए जाते हैं। कुल रिक्त पदों (पदों की संख्या में कमी/वृद्धि की जा सकती है) का विवरण निम्नानुसार है :-

S.No.	Designation	No. of Post	Pay Band with Grade Pay
1	Asstt. Registrar	2	15600-39100(AGP5400)
2	Store Officer	1	9300-34800(AGP4800)
3	Asst. Librarian	1	9300-34800(AGP4800)
4	PA to Principal	1	9300-34800(AGP4200)
5	Jr. Accountant	2	9300-34800(AGP3600)
6	Computer Operator	3	9300-34800(AGP3600)
7	Office Assistant	1	9300-34800(AGP3600)
8	Cataloguer-cum-classifier	1	5200-20200(AGP2800)
9	LDC + LDC-cum-Computer Operator	3+2	5200-20200(AGP2400)
10	EPBX Data Operator	1	5200-20200(AGP2800)

Required Educational Qualification & Experience are given below

Assistant Registrar

Essential:

- A Master's Degree from a recognized University with at least 55% marks or its equivalent grade.
- At least three years of relevant administrative experience in an office in Academics/ Examinations/ Finance & Accounts/ Procurement/ Human Resources Management in one or more of the following: (a) Central or State Universities or Research Institutions; (b) Central or State Government Departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e) Public Sector Undertakings; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies.

Desirable:

Good knowledge of Information, Communication & Technology.

Store Officer

- Candidates should possess Graduate degree in any discipline.
- Knowledge of Computer application.
- Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota or Equivalent under control of Rajasthan Knowledge Corporation Limited

ASSISTANT LIBRARIAN

- (i) Master's Degree in Library Science/Information Science or an equivalent professional degree.
- (ii) At least three years working experience in Library of a College/Institute.
- (iii) Knowledge of Computer Application.

P.A. to principal

- (i) Graduate in any discipline.
- (ii) Typing speed of 40 wpm (English) and 30 wpm (Hindi) on computer.
- (iii) Proficiency in Stenography.
- (iv) Knowledge of Computer application.
- (v) Three Years of working experience as Stenographer.

Or

Five Year working Experience as LDC.

Note:

Working experience of only Govt./ Govt. Autonomous institute/ college shall be counted. Preference will be given to those candidate who were qualified in the stenographers examination held by a State/Central Board or its equivalent examination.

Jr. Accountant

A Degree of any of the Universities or possess an equivalent qualification recognized by the Government.

OR

Must have passed Intermediate examination of the Institute of Cost & Works Accountants, Kolkata. or Equivalent

OR

Intermediate examination of the institute of Chartered Accountants of India, New Delhi.

Office Assistant

- (i) Candidates should possess Graduate degree in any discipline.
- (ii) Knowledge of Computer application.
- (iii) "O" or higher level Certificate course conducted by DOEACC under control of the Department of Electronic, government of India.

OR

Computer operator & Programming Assistant (COPA)/Data Preparation and Computer software (DPCS) certificate organized under national State Council of Vocational Training Scheme.

OR

Diploma/Certificate in Computer Science/Computer Application from a University established by law in India or from an institution recognized by the Government.

OR

Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.

- (iv) At least three years working experience of LDC in a Govt. College/Govt. Institute.

Note :

Working experience of only Govt./ Govt. Autonomous institute/ college shall be counted.

Computer Operator

- (i) Candidates should possess Graduate in any discipline.
(ii) Knowledge of Computer application.
(iii) "O" or higher level Certificate course conducted by DOEACC under control of the Department of Electronic, government of India.

OR

Computer operator & Programming Assistant (COPA)/Data Preparation and Computer software (DPCS) certificate organized under national State Council of Vocational Training Scheme.

OR

Diploma/Certificate in Computer Science/Computer Application from a University established by law in India or from an institution recognized by the Government. Or Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.

CATALOGUER/CLASSIFIER

- (i) Candidates should possess Graduate in any discipline.
(ii) Diploma in Library Science/Information Science or an equivalent professional degree.
(iii) Knowledge of Computer application.

LDC+LDC Cum Computer Operator

- (i) Candidates should possess Graduate in any discipline.
(ii) Knowledge of Computer application.
(iii) Typing speed of 40 wpm (English) and 30 wpm (Hindi) on computer.
(iv) "O" or higher level Certificate course conducted by DOEACC under control of the Department of Electronic, government of India.

OR

Computer operator & Programming Assistant (COPA)/Data Preparation and Computer software (DPCS) certificate organized under national State Council of Vocational Training Scheme.

OR

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- (v) Knowledge of Computer application.

Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited," or Equivalent

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- (i) Candidates should possess Graduate in any discipline.
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