

SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR, GRADUATE CAREER GUIDANCE SERVICES – UGC

| SALARY CODE | SCHEME OF RECRUITMENT | QUALIFICATION |
|--|---|---|
| Director, Graduate Career Guidance Services – UGC Salary : Rs. 40,000/- p.m. (All inclusive) | By open advertisement Selection by interview | <p>(1) A degree from a recognized university with a First or Second class Honours.</p> <p>OR</p> <p>(2) A Postgraduate degree with relevant experience in the field of Human Resource Development and/or Career guidance and counseling</p> <p>AND</p> <p>(3) At least ten (10 years work experience after graduation.</p> <p>NOTE Director, Graduate Career Services – UGC is appointed full-time on the basis of Secondment /Release/Contract.</p> |

THE SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR/CAREER GUIDANCE UNIT (UGC)

| SALARY CODE | SCHEME OF RECRUITMENT | QUALIFICATION |
|--------------|--|--|
| Director/UGC | <p><u>Option "a" – on release</u></p> <p>By internal advertisement and selection by interview.</p> <p>When an internal academic staff member is released for this work such person will draw the salary of one's substantive post. Depending on whether the person is involved in this work full-time or part-time, and on the stage of development of the work and progress thereof, the University Council is authorized to grant to such person an allowance of up to Rs. 4,000/- p.m. Transport will be provided for official purposes.</p> <p>(see also note below)</p> <p><u>Option "b" – on contract full- time</u></p> <p>From within the University system or outside by open advertisement and selection by interview up to Rs. 40,000/- p.m. all inclusive (at the discretion of the University Council) . Transport will be provided for official purposes.</p> <p><u>Note for option "a" :</u></p> | <p>A Degree from a recognized University with a First or Second Class Honours.</p> <p>OR</p> <p>A postgraduate degree with relevant experience in the field of Human Resource development and/or Career Guidance and counselling.</p> <p>AND</p> <p>At least ten (10) years work experience after Graduation.</p> <p>NOTE Director is appointed full-time on the basis of Secondment/Release/Contract</p> |

In the case of Directors in position already, depending on whether the person has been involved in this work full-time, and on the basis of the contribution made to the development of the work and progress thereof, the University Council is authorized to grant a similar allowance with retrospective effect.

SCHEME OF RECRUITMENT FOR THE POST OF CAREER GUIDANCE COUNSELLOR

Post and salary Code

Career Guidance Counsellor
BS-02

Salary Scale

Rs. 10800 – 3x300 – 11700 (EB)
12900- 13x375 – 17775 p.m.

Qualifications

Graduate of a recognized university with four years experience in the field of Student affairs. (Application with postgraduate qualifications in the area of Counselling and/or experience in career Guidance activities will be given preference).

Efficiency Bar

The following requirements should be fulfilled for the efficiency bar on completion of four years of service from the date of date of appointment and having earned all three annual increments.

- Obtain a postgraduate qualification in an area related to counselling.
- Obtain good record on service during the four year peiod.

Provident Fund & Pension Benefits

10% and 7% of the salary by the employee and employer respectively will be credited to the University Provident Fund. 8% of the salary will be credited to the University Pension fund by the employer.

Employees Trust Fund Benefits

03 % of the salary by the employer.

SCHEME OF RECRUITMENT FOR THE POST OF COMPUTER APPLICATIONS ASSISTANT

| SALARY CODE | SCHEME OF RECRUITMENT | QUALIFICATION |
|--|---|---|
| Computer Application Assistant A - 08 | By open advertisement Selection by aptitude test And | (i) G.C.E. (O/L) Examination in six subjects at not more than two sittings with credit passes in five subjects including English and Mathematics. |

interview

AND

- (ii) (a) Two years experience in the use of Computer Application packages.
- (b) Suitable qualification in Computer Applications and at least 06 months on the job training preferably in the University Systems.

NOTE :

If suitable applications are not available for recruitment under (ii) 9a), applicants under (ii)(b) but without experience may be recruited as Trainee Computer Applications Assistants and placed on a fixed allowance of Rs. 5525/- p.m. On Completion of one year, could be place on the salary scale of A-08.

- (iii) Age not more than 45 years.