

NAAC Criterion-VI

6.3: FACULTY EMPOWERMENT STRATEGIES

6.3.1: The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff



Central University of Himachal Pradesh

Dharamshala

Kangra

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हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय Central University of Himachal Pradesh

धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176 215
DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH - 176215

समूह 'क' अधिकारियों की वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

Form of Annual Performance Appraisal Report of Group A

Report for the year/period ending: 01.04.2020 to 31.03.2021

Part I - Personal Data

(To be filled by the Administrative Section concerned)

1.	Name of the officer:						
2.	Present Designation:						
3.	Date of Birth:			Date of Joining the University			
	Date	Month	Year	Date:	Month:	Year:	
4.	Present Pay Scale and Pay Band:				Pay Level: Level-		
					Cell of Pay Level:		
5.	Office in which working and since when:				Office:		
	Since When:		Date	Month	Year		
6..	Date of continuous appointment to the present Pay Scale & Grade Pay:				Date:	Month:	Year:
7.	Period of Service under Reporting Officer				From		To
8.	Period of absence from duty on leave during the year.						
	Type of Leave	No. of Days Availed	No. of Days Prefixed	No. of Days Suffixed	Total No. of Days of Absence		
	Earned Leave						
	Half Pay/ Commuted Leave	--	--	--	--		
	Maternity /Paternity Leave	--	--	--	--		
	Special Casual Leave	--	--	--	--		
	Duty Leave	--	--	--	--		
	Extra-Ordinary Leave	--	--	--	--		
	Other:	--	--	--	--		
	All Leave/Absence						

Part II - Self Appraisal

(To be filled by the Employee/Officer reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1.	Brief description of Duties			
2.	Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievements against each target:			
	Targets/objectives/goals of work you set for yourself or that were set for you:	Targets/objectives/goals of work you achieved		
3.	Please specify any exceptional contribution or major systemic improvement made by you:			
4.	Details of Training attended during the period under Review:			
	Training	Duration (Days)	How has it helped in Knowledge/Skill/Efficiency Enhancement	
5.	Training needs, if any:			
6.	Date of filing your annual property return, if so please mention-	Date	Month	Year
7.	Whether the APARs of all subordinate employees for the previous year have been reported/reviewed, in time, if so please mention -	Date	Month	Year

Date :

Place :

Signature of the Officer reported upon.

Part III - Assessment by the Reporting Officer

1.	Please state whether you agree with the responses in Part II? If No, please furnish details.			
2.	Has the officer Reported upon met with any significant failures in respect of his/her work? If yes, Please furnish details.			
3.	Please Grade on the Scale of 1 to 10, with 1 indicating the Lowest Grade.			
Sl. No.	Competencies	Grade by the Reporting Authority	Grade by the Reviewing Authority	Initial of Reviewing Authority
(A) ASSESSMENT OF WORK OUTPUT (Weightage 40%)				
1	Accomplishment of planned/work allotted as per subjects allotted			
2	Quality of Work output			
3	Analytical ability			
4	Accomplishment of exceptional work/unforeseen tasks performed			
5	Ability to delegate work effectively			
	Overall average grading on work output = [(Sum of A1 to A5)/5]			
(B) ASSESSMENT OF BEHAVIORAL COMPETENCY (Weightage 30%)				
1	Attitude to work			
2	Sense of responsibility			
3	Overall Bearing and Personality			
4	Emotional Stability			
5	Communication skills			
6	Maintenance of Discipline			
7	Leadership quality			
8	Capacity to work in team spirit			
9	Capacity to adhere to time schedule			
10	Inter-personal relations			
	Overall Average Grading on Behavioural Competency = [(Sum of (B1 to B10)/10]			
(C) ASSESSMENT OF FUNCTIONAL COMPETENCY (Weightage 30%)				
1	Knowledge of Rules/Regulations/ Procedures/IT Skill and ability to apply them correctly			
2	Decision making ability			
3	Initiatives and Drive			
4	Coordination ability			
5	Ability to motivate and develop subordinates			
	Overall Average Grading on functional competency = [(sumC1 to C5/5)			
(D)	Final Grade (A*40%+B*30%+C*30%)			

(E)	Comment on the State of Health:	
(F)	Comment on the Integrity of the officer, keeping in mind both his financial integrity and his moral integrity.	
(G)	Comment on relations with the Public (Where ever applicable):	
(H)	Attitude of the Officer in assessing/dealing with the persons belonging to the SC/ST/OBC/Minority:	
(I)	Training Needs/skill up gradation, if any:	
(J)	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:	
(H)	Overall Grade (On a Scale of 1-10)	

Signature of the Reporting Officer

Date:.....

Name:.....

Place:.....

Designation:.....

Part IV - REMARKS OF THE NEXT HIGHER OFFICER, IF ANY

1.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
2.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries		
3.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
4.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
5.	Overall Grade on a scale of 1 - 10		

Signature of the Next Higher Officer

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....

Part V - REMARKS OF THE REVIEWING OFFICER

1.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
2.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries		
3.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
4.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
5.	Overall Grade on a scale of 1 - 10		

Place:.....

Date:.....

Signature of the Reviewing Officer

Name in BLOCK Letters:.....

Designation:.....

Part VI: REMARKS BY THE ACCEPTING AUTHORITY

1	Do you agree with the Assessment by the Reporting/Reviewing Officer?	Yes	No
2	In case of difference of opinion, please detail the reasons for the same:		
3	Overall Grade (On a Scale of 1 -10)		

Signature of the Accepting Authority

Date:.....

Name:.....

Place:.....

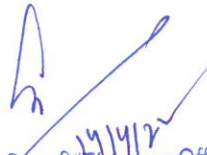
Designation:.....

GUIDELINES FOR FILLING UP OF APAR WITH NUMERICAL GRADING

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
2. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would have to be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them.
4. APARs graded between 8 to 10 will be rated as "Outstanding" and will be given a score of 9.
5. APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
6. APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
7. APARs graded below 4 will be given a score of "Zero".

Dr. Kulkarni

S.No	Employee Welfare Head	Amount Paid				
		Amount in Lakhs				
1.	Medical Reimbursement	2016-17	2017-18	2018-19	2019-20	2020-21
		1.60	3.91	6.67	5.33	12.35
2.	Retirement and Pension Benefit	2016-17	2017-18	2018-19	2019-20	2020-21
		0.00	0.00	0.00	0.00	67.09
3.	Children Education Allowance	2016-17	2017-18	2018-19	2019-20	2020-21
		9.59	9.78	16.42	17.63	24.81
4.	Leave Travel Concession (LTC)	2016-17	2017-18	2018-19	2019-20	2020-21
		17.45	24.06	22.50	29.28	41.47


वित्त अधिकारी/Finance Officer
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
धर्मशाला (हि०प्र०)/Dharamshala (H.P.)-176215

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH
BALANCE SHEET AS AT 31ST MARCH, 2017**

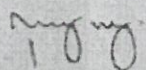
SCHEDULE 15 - STAFF PAYMENTS & BENEFITS (ESTABLISHMENT EXPENSES):-


Amount in Rupees


	CURRENT YEAR			PREVIOUS YEAR		
	PLAN	NON PLAN	TOTAL	PLAN	NON PLAN	TOTAL
a) SALARIES AND WAGES	83594359.00	0.00	83594359.00	77858689.00	0.00	77858689.00
b) ALLOWANCES AND BONUS	192810.00	0.00	192810.00	68466.00	0.00	68466.00
c) EMPLOYEES RETIREMENT AND TERMINAL BENEFITS(SCH. - 15A)	0.00	0.00	0.00	0.00	0.00	0.00
d) CONTRIBUTION TO OTHER FUNDS (SCH. - 15B)	5781930.00	0.00	5781930.00	5065037.00	0.00	5065037.00
e) STAFF WELFARE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
f) RETIREMENT AND TERMINAL BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
g) LTC FACILITY	1745772.00	0.00	1745772.00	1371280.00	0.00	1371280.00
h) MEDICAL FACILITY	160093.00	0.00	160093.00	779820.00	0.00	779820.00
i) CHILDREN EDUCATION ALLOWANCE	959002.00	0.00	959002.00	777769.00	0.00	777769.00
j) HONORARIUM	0.00	0.00	0.00	0.00	0.00	0.00
k) TRANSFER TRAVELLING ASSISTANCE	107500.00	0.00	107500.00	54758.00	0.00	54758.00
l) TRAVELLING & CONVEYANCE EXPENSES	610027.00	0.00	610027.00	629309.00	0.00	629309.00
m) ENCASHMENT OF EARNED LEAVE EXPENSES	58438.00	0.00	58438.00	48546.00	0.00	48546.00
n) OTHERS (SPECIFY)	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	93209931.00	0.00	93209931.00	86653674.00	0.00	86653674.00

PLACE: - TAB, SHAHPUR

DATED: - 29.05.2017


(PANKAJ KUMAR)
UPPER DIVISION CLERK (FINANCE)


(SANJEEV KUMAR)
SECTION OFFICER (FINANCE)


(PROF. H. R. SHARMA)
FINANCE OFFICER (ADDL. CHARGE)


वित्त अधिकारी/Finance Officer
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
धर्मशाला (हि.प्र.)/Dharamshala (H.P.)-17 105

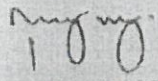
CENTRAL UNIVERSITY OF HIMACHAL PRADESH BALANCE SHEET AS AT 31ST MARCH, 2018

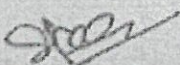
SCHEDULE 15 - STAFF PAYMENTS & BENEFITS (ESTABLISHMENT EXPENSES):-


Amount in Rupees

	CURRENT YEAR			PREVIOUS YEAR		
	PLAN	NON PLAN	TOTAL	PLAN	NON PLAN	TOTAL
a) SALARIES AND WAGES	90117677.00	0.00	90117677.00	83594359.00	0.00	83594359.00
b) ALLOWANCES AND BONUS	124344.00	0.00	124344.00	192810.00	0.00	192810.00
c) EMPLOYEES RETIREMENT AND TERMINAL BENEFITS(SCH. - 15A)	0.00	0.00	0.00	0.00	0.00	0.00
d) CONTRIBUTION TO OTHER FUNDS (SCH. - 15B)	6003470.00	0.00	6003470.00	5781930.00	0.00	5781930.00
e) STAFF WELFARE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
f) RETIREMENT AND TERMINAL BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
g) LTC FACILITY	2406361.00	0.00	2406361.00	1745772.00	0.00	1745772.00
h) MEDICAL FACILITY	391460.00	0.00	391460.00	160093.00	0.00	160093.00
i) CHILDREN EDUCATION ALLOWANCE	978363.00	0.00	978363.00	959002.00	0.00	959002.00
j) HONORARIUM	0.00	0.00	0.00	0.00	0.00	0.00
k) TRANSFER TRAVELLING ASSISTANCE	64730.00	0.00	64730.00	107500.00	0.00	107500.00
l) TRAVELLING & CONVEYANCE EXPENSES	1400402.00	0.00	1400402.00	610027.00	0.00	610027.00
m) ENCASHMENT OF EARNED LEAVE EXPENSES	42279.00	0.00	42279.00	58438.00	0.00	58438.00
n) OTHERS (SPECIFY)	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	101529086.00	0.00	101529086.00	93209931.00	0.00	93209931.00

PLACE: - TAB, SHAHPUR
DATED: - 30.05.2018


(PANKAJ KUMAR)
UPPER DIVISION CLERK (FINANCE)


(SANJEEV KUMAR)
SECTION OFFICER (FINANCE)


वित्त अधिकारी/Finance Officer
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
धर्मशाला (हि०प्र०)/Dharamshala (H.P.)-176215
(PROF. H. R. SHARMA)
FINANCE OFFICER (ADDL. CHARGE)

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH
BALANCE SHEET AS AT 31ST MARCH, 2019**

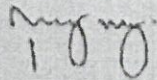
SCHEDULE 15 – STAFF PAYMENTS & BENEFITS (ESTABLISHMENT EXPENSES):-

Amount in Rupees

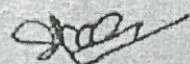
	CURRENT YEAR			PREVIOUS YEAR		
	PLAN	NON PLAN	TOTAL	PLAN	NON PLAN	TOTAL
a) SALARIES AND WAGES	153196633.00	0.00	153196633.00	90117677.00	0.00	90117677.00
b) ALLOWANCES AND BONUS	0.00	0.00	0.00	124344.00	0.00	124344.00
c) EMPLOYEES RETIREMENT AND TERMINAL BENEFITS(SCH. - 15A)	0.00	0.00	0.00	0.00	0.00	0.00
d) CONTRIBUTION TO OTHER FUNDS (SCH. - 15B)	9995454.00	0.00	9995454.00	6003470.00	0.00	6003470.00
e) STAFF WELFARE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
f) RETIREMENT AND TERMINAL BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
g) LTC FACILITY	2250559.00	0.00	2250559.00	2406361.00	0.00	2406361.00
h) MEDICAL FACILITY	667268.00	0.00	667268.00	391460.00	0.00	391460.00
i) CHILDREN EDUCATION ALLOWANCE	1642405.00	0.00	1642405.00	978363.00	0.00	978363.00
j) HONORARIUM	0.00	0.00	0.00	0.00	0.00	0.00
k) TRANSFER TRAVELLING ASSISTANCE	648472.00	0.00	648472.00	64730.00	0.00	64730.00
l) TRAVELLING & CONVEYANCE EXPENSES	251543.00	0.00	251543.00	1400402.00	0.00	1400402.00
m) ENCASHMENT OF EARNED LEAVE EXPENSES	70878.00	0.00	70878.00	42279.00	0.00	42279.00
n) OTHERS (SPECIFY)	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	168723212.00	0.00	168723212.00	101529086.00	0.00	101529086.00

PLACE: - DHAULADHAR PARISAR-II

DATED: - 11.06.2019

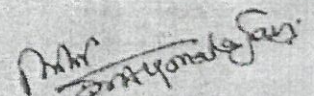


(PANKAJ KUMAR)
UPPER DIVISION CLERK (FINANCE)



(SANJEEV KUMAR)
SECTION OFFICER (FINANCE)

वित्त अधिकारी/Finance Officer
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
धर्मशाला (हि०प्र०)/Dharamshala (H.P.)-176215



(PROF. A.K. MAHAJAN)
FINANCE OFFICER (ADDL. CHARGE)

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH
BALANCE SHEET AS AT 31ST MARCH, 2020**

SCHEDULE 15 – STAFF PAYMENTS & BENEFITS (ESTABLISHMENT EXPENSES):-

Amount in Rupees

	CURRENT YEAR			PREVIOUS YEAR		
	PLAN	NON PLAN	TOTAL	PLAN	NON PLAN	TOTAL
a) SALARIES AND WAGES	174765220.00	0.00	174765220.00	153196633.00	0.00	153196633.00
b) ALLOWANCES AND BONUS	0.00	0.00	0.00	0.00	0.00	0.00
c) EMPLOYEES RETIREMENT AND TERMINAL BENEFITS(SCH. - 15A)	0.00	0.00	0.00	0.00	0.00	0.00
d) CONTRIBUTION TO OTHER FUNDS (SCH. - 15B)	16405543.00	0.00	16405543.00	9995454.00	0.00	9995454.00
e) STAFF WELFARE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
f) RETIREMENT AND TERMINAL BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
g) LTC FACILITY	2928855.00	0.00	2928855.00	2250559.00	0.00	2250559.00
h) MEDICAL FACILITY	533763.00	0.00	533763.00	667268.00	0.00	667268.00
i) CHILDREN EDUCATION ALLOWANCE	1763673.00	0.00	1763673.00	1642405.00	0.00	1642405.00
j) HONORARIUM	0.00	0.00	0.00	0.00	0.00	0.00
k) TRANSFER TRAVELLING ASSISTANCE	778992.00	0.00	778992.00	648472.00	0.00	648472.00
l) TRAVELLING & CONVEYANCE EXPENSES	417751.00	0.00	417751.00	251543.00	0.00	251543.00
m) ENCASHMENT OF EARNED LEAVE EXPENSES	122111.00	0.00	122111.00	70878.00	0.00	70878.00
n) OTHERS (SPECIFY)	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	197715908.00	0.00	197715908.00	168723212.00	0.00	168723212.00

100
(PANKAJ KUMAR)
ASSISTANT (FINANCE)

Skuman
(SANJEEV KUMAR)
ASSISTANT REGISTRAR (FINANCE)

14/4/20
वित्त अधिकारी/Finance Officer
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
धर्मशाला (हि०प्र०)/Dharamshala (H.P.)-176215

G
(NARINDER KUMAR)
FINANCE OFFICER

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH
BALANCE SHEET AS AT 31ST MARCH, 2021**

SCHEDULE 15 - STAFF PAYMENTS & BENEFITS (ESTABLISHMENT EXPENSES):-

Amount in Rupees

	CURRENT YEAR			PREVIOUS YEAR		
	PLAN	NON PLAN	TOTAL	PLAN	NON PLAN	TOTAL
a) SALARIES AND WAGES	226235879.00	0.00	226235879.00	174765220.00	0.00	174765220.00
b) ALLOWANCES AND BONUS	0.00	0.00	0.00	0.00	0.00	0.00
c) EMPLOYEES RETIREMENT AND TERMINAL BENEFITS (SCH. - 15A)	0.00	0.00	0.00	0.00	0.00	0.00
d) CONTRIBUTION TO OTHER FUNDS (SCH. - 15B)	26454263.00	0.00	26454263.00	16405543.00	0.00	16405543.00
e) STAFF WELFARE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
f) RETIREMENT AND TERMINAL BENEFITS	6709730.00	0.00	6709730.00	0.00	0.00	0.00
g) LTC FACILITY	4147491.00	0.00	4147491.00	2928855.00	0.00	2928855.00
h) MEDICAL FACILITY	1235785.00	0.00	1235785.00	533763.00	0.00	533763.00
i) CHILDREN EDUCATION ALLOWANCE	2481609.00	0.00	2481609.00	1763673.00	0.00	1763673.00
j) HONORARIUM	0.00	0.00	0.00	0.00	0.00	0.00
k) TRANSFER TRAVELLING ASSISTANCE	131040.00	0.00	131040.00	778992.00	0.00	778992.00
l) TRAVELLING & CONVEYANCE EXPENSES	132683.00	0.00	132683.00	417751.00	0.00	417751.00
m) ENCASHMENT OF EARNED LEAVE EXPENSES	4687631.00	0.00	4687631.00	122111.00	0.00	122111.00
n) OTHERS (SPECIFY)	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	272216111.00	0.00	272216111.00	197715908.00	0.00	197715908.00

100
(PANKAJ KUMAR)
ASSISTANT (STORE)

Skuman
(SANJEEV KUMAR)
ASSISTANT REGISTRAR (FINANCE)

3
वित्त अधिकारी/Finance Officer
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
धर्मशाला (हि०प्र०)/Dharamshala (H.P.)-176215
(NARINDER KUMAR)
FINANCE OFFICER

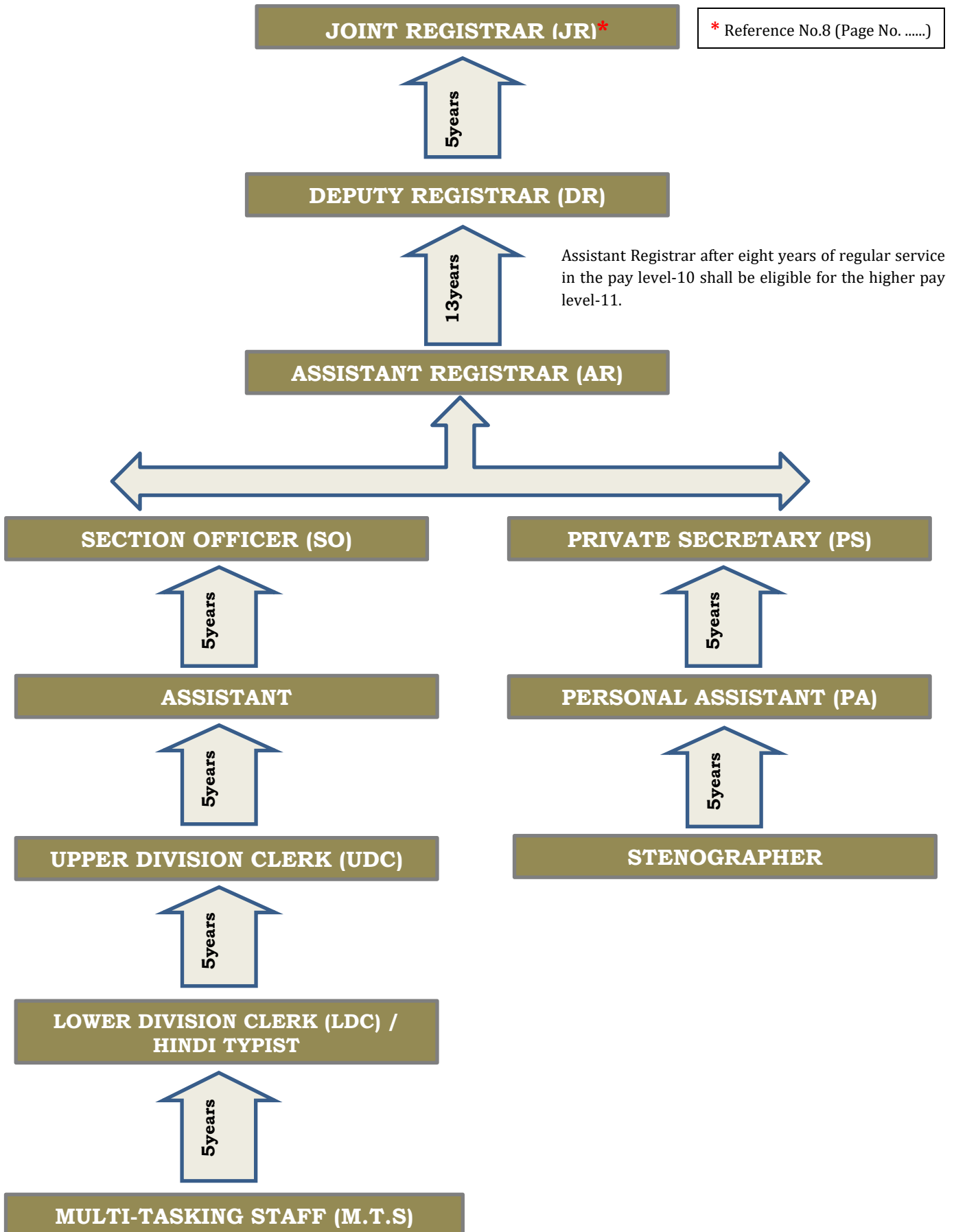
COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE FOR APPOINTMENT TO NON-TEACHING POSITIONS BY PROMOTION

Promotion of Non-Teaching posts having Grade Pay of less than `5400/- (or equivalent slab in the revised scale)			
1.	Registrar	...	Chairperson
2.	Dean of School or Head of the Section concerned	...	Member
3.	Two persons not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Members
4.	Deputy Registrar (Recruitment)	...	Member

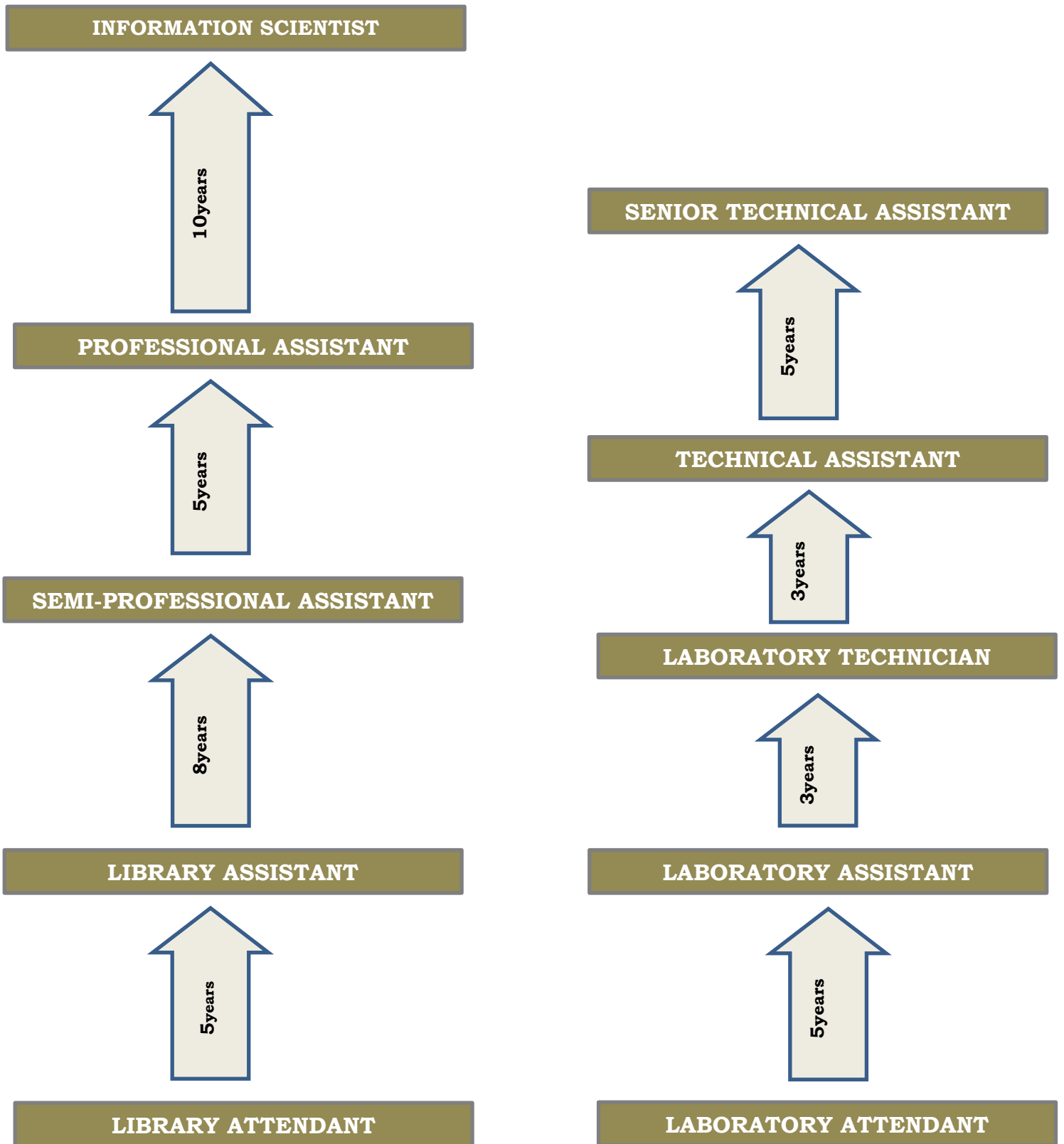
Promotion of Non-Teaching posts with Grade Pay of `5400/- or above (or the equivalent slab in the revised scale)			
1.	Vice-Chancellor	...	Chairperson
2.	Registrar	...	Member
3.	Two members of the Executive Council to be nominated by the Vice-Chancellor	...	Member
4.	Dean of the School or Head of the Section concerned	...	Member
5.	Two persons not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC / ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Members

ELIGIBILITY FLOW CHART FOR PROMOTION IN THE

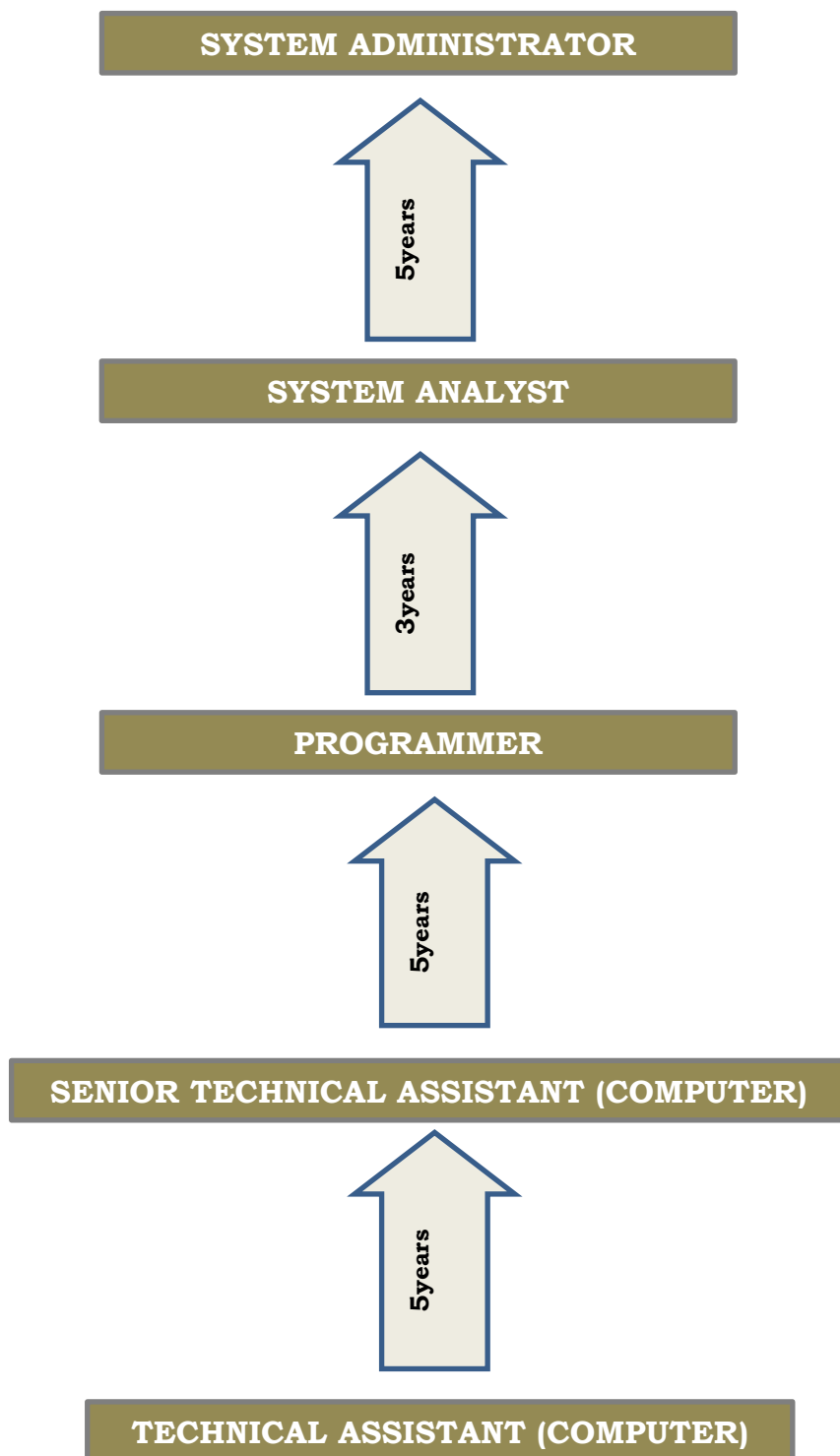
MINISTERIAL AND SECRETARIAL



**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE
LIBRARY AND LABORATORY**

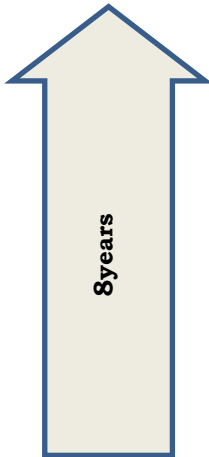


**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE
IT / ICT**

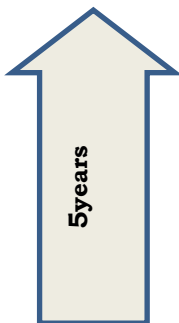


**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE
ENGINEERING AND HOSTEL / GUEST HOUSE**

EXECUTIVE ENGINEER (ELECTRICAL / CIVIL)

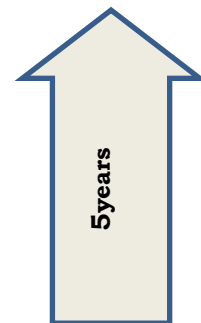


ASSISTANT ENGINEER (ELECTRICAL / CIVIL)



JUNIOR ENGINEER (ELECTRICAL / CIVIL)

COOK



HOSTEL / KITCHEN ATTENDANT