Eternal University

(World peace through value based education)

Ref: EU/VCO/ADV/05/05

Dated: July 02, 2024

The Hon'ble Chancellor
Eternal University
Baru Sahib

Requirement of Non-Teaching Staff at Eternal University

Respected Baba ji

As per the requirement of different departments a comprehensive list of the requirements of the non-teaching staff has been prepared. The details and essential qualifications are as follows:

Sr. No.	Name of the Post	Number of Posts	College/Department	Remarks
1.	Multi-Tasking Staff (MTS)	6	Dr. Khem Singh Gill Akal College of Agriculture (2), Akal College of Engineering & Technology (2) and Akal College of Basic Sciences (2)	
2.	Junior Assistant-cum-Typist (JACT)	3	Office of Dean, Academic Affairs and Dean, Akal College of Basic Sciences (1), Dean, Akal College of Arts & Social Sciences (1), and Dean, Akal College of Engineering & Technology (1)	
3.	Semi-professional Assistant	1	For Library	
4.	Admission Executive	2	For admissions branch	

Essential Qualifications:

For the post of MTS: Candidate should have passed class 10th from a recognized board, Desirable: Class 12th and should have the knowledge of typing

For the post of JACT: Minimum qualification required is Graduation with typing skills

For the post of Semi-professional Assistant: 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification. 2. B. Lib. Sc./B.L.I. Sc. 3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

For the post of Admission Executive: 1. Graduate in Arts/Science/Commerce or any other discipline, Desirable: Experience of about 1-2 yeas in admissions in a reputed college or University, Good communication skills.