

CIVIL ENGINEERING DEPARTMENT

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Faculty							
Prof				As per HEC criteria	Civil Engg (Structures/ Transportation/ Geotechnical)	<u>Teaching.</u> (1)To teach UG & PG courses & Labs (2) Conduct industrial classes (3)Supervise UG/ PG student projects during ICAT & Summer term (4)Conduct students industrial seminars <u>Research</u> (5)Industry focused project (6) Research papers and proposals to meet TTS requirements (7) ICAT Projects <u>Services.</u> (8)Perform duties of Industrial Liaison Officer (9) Perform duties of Departmental Quality Manager (DQM) (10) Perform duties of Odoo CMS Coordinator (11) Work on Feasibility Reports and PC1s like DTSP, NURETTS, PC1 extension of existing campus (12) Lab establishments (equipment identification including specifications, pricing, technical checks of bids) (13) Accreditation commitments (14)Academic advising and mentoring (15)Do services as chair/members of various committees e.g Committee on Academic Performance, Committee on Discipline, Faculty Policy Committee, Graduate Program Committee, Undergraduate Program Committee, Committee on Curricula, Student Life Committee	
Associate Prof				As per HEC criteria	1 x structural engg, 1 x Geotechnical engg		
Assistant Prof				As per HEC criteria	structural engg/ Geotechnical engg		
Lecturer							

TOTAL							
Lab Staff							
Snr Lab Engineer				MS/ BS/BE & Min. 03 years experience	Civil Engg	(1) Lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Working out the requirements of lab equipment for initiatives like PC1s, DTSPs, NURETTS (3) To conduct UG Labs (4) To supervise lab work of ICAT projects (5) Perform duties of Asst Industrial Liaison Officers (6) Prepare labs for accreditation visits	
Jnr Lab Engineer				BS/BE	Civil Engg		
Snr Lab Supervisor				B-Tech/DAE & Min. 03 year experience	Civil Engg	(1) Assist in lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Maintain ledger for all the equipment in the lab (3) Accounting and safety of equipment. (4) Operation/demonstration of costly equipment (5) Maintenance of the lab equipment (6) Assist in the conduct of labs (7) Preparation of lab equipment for experiment of each lab (8) Store keeping	
Jnr Lab Supervisor				DAE & Min. 01 yr experience	Civil Engg		
Lab Attendant /Lab Technician							
TOTAL							
Other Staff							
Academic Manager				MS & Knowledge of OBE System & Min. 02 year university experience	Civil Engg and related fields	(1) Processing of all matters related to students (e.g registration, suspension, deferments, withdrawal, discipline) (2) Processing, management, record keeping of students attendance (3) Maintenance of student dossiers (4) Report and Returns (5) Record keeping and tracking of students results and performance (6) Result compilation and presentation in CAP (7) Students and faculty feedback and assessments (8) Preparation of documentation for accreditation (9) Office routine function and processing (Mail in and out)	
Supervisor							
Assistant				As per HR			

Jnr Assistant						(10) Financial management/accounting of funds for ICAT projects, FYP or any other projects
Naib Qasid						(11) Financial management/accounting of funds for faculty research projects (12) Coordination and conduct of departmental meetings (13) Departmental purchasing (14) Departmental ledger (15) Audit (16) Research proposals/ processing and record
TOTAL						

MECHANICAL ENGINEERING DEPARTMENT

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Faculty							
Prof				As per HEC criteria	Mechanical Engineering (Mechanics/ Vibrations)	Teaching. (1)To teach UG & PG courses & Labs (2) Conduct industrial classes (3)Supervise UG/ PG student projects during ICAT & Summer term (4)Conduct students industrial seminars Research (5)Industry focused project (6) Research papers and proposals to meet TTS requirements (7) ICAT Projects Services. (8)Perform duties of Industrial Liaison Officer (9) Perform duties of Departmental Quality Manager (DQM) (10) Perform duties of Odoo CMS Coordinator (11) Work on Feasibility Reports and PC1s like DTSP, NURETTS, PC1 extension of existing campus (12) Lab establishments (equipment identification including specifications, pricing, technical checks of bids) (13) Accreditation commitments (14) Do duties as Industrial Liaison Officer (15)Academic advising and mentoring (16)Do services as chair/members of various committees e.g Committee on Academic Performance, Committee on Discipline, Faculty Policy Committee, Graduate Program Committee, Undergraduate Program	
Associate Prof				As per HEC criteria	Mechanical Engineering (Radiative Heat Transfer/Thermo dynamics/ Controls)		
Assistant Prof				As per HEC criteria	Mechanical Engineering		
Lecturer							

						Committee, Committee on Curricula, Student Life Committee	
TOTAL							
Lab Staff							
Snr Lab Engineer				MS/ BS/BE & Min. 03 years experience	Mechanical Engineering	(1) Lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Working out the requirements of lab equipment for initiatives like PC1s, DTSPs, NURETTS (3) To conduct UG Labs (4) To supervise lab work of ICAT projects (5) Perform duties of Asst Industrial Liaison Officers (6) Prepare labs for accreditation visits	
Jnr Lab Engineer				BS/BE	Mechanical Engineering		
Snr Lab Supervisor				B-Tech/DAE & Min. 03 year experience	Mechanical	(1) Assist in lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Maintain ledger for all the equipment in the lab (3) Accounting and safety of equipment. (4) Operation/demonstration of costly equipment (5) Maintenance of the lab equipment (6) Assist in the conduct of labs (7) Preparation of lab equipment for experiment of each lab (8) Store keeping	
Jnr Lab Supervisor				DAE & Min. 01 yr experience	Mechanical		
Lab Attendant /Lab Technician				FSc	Pre-engineering		
TOTAL							
Other Staff							
Academic Manager				MS & Knowledge of OBE System & Min. 02 year	Mechanical Engineering	(1) Processing of all matters related to students (e.g registration, suspension, deferments, withdrawal, discipline) (2) Processing, management, record keeping of students attendance	

				university experience		(3) Maintenance of student dossiers (4) Report and Returns (5) Record keeping and tracking of students results and performance (6) Result compilation and presentation in CAP (7) Students and faculty feedback and assessments (8) Preparation of documentation for accreditation (9) Office routine function and processing (10) Financial management/accounting of funds for ICAT projects, FYP or any other projects (11) Financial management/accounting of funds for faculty research projects (12) Coordination and conduct of departmental meetings (13) Departmental purchasing (14) Departmental ledger (15) Audit (16) Research proposals/ processing and record
Supervisor				As per HR		
Assistant						
Jnr Assistant						
Naib Qasid						
TOTAL						

ELECTRICAL ENGINEERING DEPARTMENT

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Faculty							
Prof				As per HEC criteria	Electrical Engineering	<u>Teaching.</u> (1)To teach UG & PG courses & Labs (2) Conduct industrial classes (3)Supervise UG/ PG student projects during ICAT & Summer term (4)Conduct students industrial seminars <u>Research</u> (5)Industry focused project (6) Research papers and proposals to meet TTS requirements (7) ICAT Projects <u>Services.</u> (8)Perform duties of Industrial Liaison Officer (9) Perform duties of Departmental Quality Manager (DQM) (10) Perform duties of Odoo CMS Coordinator (11) Work on Feasibility Reports and PC1s like DTSP, NURETTS, PC1 extension of existing campus (12) Lab establishments (equipment identification including specifications, pricing, technical checks of bids) (13) Accreditation commitments (14)Academic advising and mentoring (15)Do services as chair/members of various committees e.g Committee on Academic Performance, Committee on Discipline, Faculty Policy Committee, Graduate Program Committee, Undergraduate Program Committee, Committee on Curricula, Student Life Committee	
Associate Prof				As per HEC criteria	Electrical Engineering (Embedded System)		
Assistant Prof				As per HEC criteria	Electrical Engineering (1x Power system, 1xSignal Processing)		
Lecturer							

TOTAL							
Lab Staff							
Snr Lab Engineer				MS/ BS/BE & Min. 03 years experience	Electrical Engineering	(1) Lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Working out the requirements of lab equipment for initiatives like PC1s, DTSPs, NURETTS (3) To conduct UG Labs (4) To supervise lab work of ICAT projects (5) Perform duties of Asst Industrial Liaison Officers (6) Prepare labs for accreditation visits	
Jnr Lab Engineer				BS/BE	Electrical/ Computer Engineering		
Snr Lab Supervisor				B-Tech/DAE & Min. 03 year experience	Electrical	(1) Assist in lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Maintain ledger for all the equipment in the lab (3) Accounting and safety of equipment. (4) Operation/demonstration of costly equipment (5) Maintenance of the lab equipment (6) Assist in the conduct of labs (7) Preparation of lab equipment for experiment of each lab (8) Store keeping	
Jnr Lab Supervisor				DAE & Min. 01 yr experience	Electrical		
Lab Attendant /Lab Technician (Electrical)				FSc			
TOTAL							
Other Staff							
Academic Manager				MS & Knowledge of OBE System & Min. 02 year university experience		(1) Processing of all matters related to students (e.g registration, suspension, deferments, withdrawal, discipline) (2) Processing, management, record keeping of students attendance (3) Maintenance of student dossiers (4) Report and Returns	

Supervisor				As per HR		(5) Record keeping and tracking of students results and performance (6) Result compilation and presentation in CAP (7) Students and faculty feedback and assessments (8) Preparation of documentation for accreditation (9) Office routine function and processing (10) Financial management/accounting of funds for ICAT projects, FYP or any other projects (11) Financial management/accounting of funds for faculty research projects (12) Coordination and conduct of departmental meetings (13) Departmental purchasing (14) Departmental ledger (15) Audit (16) Research proposals/ processing and record
Assistant						
Jnr Assistant						
Naib Qasid						
TOTAL						

COMPUTER ENGINEERING DEPARTMENT

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Faculty							
Prof				As per HEC Criteria	1x Embedded Systems Design Note: BS must be in Computer Engineering	<u>Teaching.</u> (1)To teach UG & PG courses & Labs (2) Conduct industrial classes (3)Supervise UG/ PG student projects during ICAT & Summer term (4)Conduct students industrial seminars <u>Research</u> (5)Industry focused project (6) Research papers and proposals to meet TTS requirements (7) ICAT Projects <u>Services.</u> (8)Perform duties of Industrial Liaison Officer (9) Perform duties of Departmental Quality Manager (DQM) (10) Perform duties of Odoo CMS Coordinator (11) Work on Feasibility Reports and PC1s like DTSP, NURETTS, PC1 extension of existing campus (12) Lab establishments (equipment identification including specifications, pricing, technical checks of bids) (13) Accreditation commitments (14)Academic advising and mentoring (15)Do services as chair/members of various committees e.g Committee on Academic Performance, Committee on Discipline, Faculty Policy Committee, Graduate Program Committee, Undergraduate Program Committee, Committee on Curricula, Student Life Committee	
Associate Prof							
Assistant Prof				As per HEC Criteria	1 x Data Communication Networks and IOT,1 x Robotics and Machine Learning/Computer Vision, 1 x Embedded System Design Note: BS must be in Computer Engineering		
Lecturer							
TOTAL							

Lab Staff							
Snr Lab Engineer				MS/ BS/BE & Min. 03 years experience	Computer Engineering	(1) Lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Working out the requirements of lab equipment for initiatives like PC1s, DTSPs, NURETTS (3) To conduct UG Labs (4) To supervise lab work of ICAT projects (5) Perform duties of Asst Industrial Liaison Officer (6) Prepare labs for accreditation visits	
Jnr Lab Engineer				BS/BE	Computer Engineering		
Snr Lab Supervisor				B-Tech/DAE & Min. 03 year experience	Computer/ Electronics	(1) Assist in lab establishments (equipment identification including specifications, pricing, technical checks of bids, equipment installation, trainings, CRVs signing etc) (2) Maintain ledger for all the equipment in the lab (3) Accounting and safety of equipment. (4) Operation/demonstration of costly equipment (5) Maintenance of the lab equipment (6) Assist in the conduct of labs (7) Preparation of lab equipment for experiment of each lab (8) Store keeping	
Jnr Lab Supervisor							
Lab Attendant /Lab Technician							
TOTAL							
Other Staff							
Academic Manager				MS & Knowledge of OBE System & Min. 02 year university experience	Computer Engineering	(1) Processing of all matters related to students (e.g registration, suspension, deferments, withdrawal, discipline) (2) Processing, management, record keeping of students attendance (3) Maintenance of student dossiers (4) Report and Returns (5) Record keeping and tracking of students results and performance (6) Result compilation and presentation in CAP (7) Students and faculty feedback and assessments (8) Preparation of documentation for accreditation (9) Office routine function and processing	
Supervisor				BSc/BTech at least 2 years exp	Computer/ Electronics		
Assistant							

Jnr Assistant						(10) Financial management/accounting of funds for ICAT projects, FYP or any other projects
Naib Qasid						(11) Financial management/accounting of funds for faculty research projects (12) Coordination and conduct of departmental meetings (13) Departmental purchasing (14) Departmental ledger (15) Audit (16) Research proposals/ processing and record
TOTAL						

COMPUTER SCIENCE DEPARTMENT

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Faculty							
Prof				As per HEC Criteria	Computer Science	Teaching. (1)To teach UG & PG courses & Labs (2) Conduct industrial classes (3)Supervise UG/ PG student projects during ICAT & Summer term (4)Conduct students industrial seminars Research (5)Industry focused project (6) Research papers and proposals to meet TTS requirements (7) ICAT Projects Services. (8)Perform duties of Industrial Liaison Officer (9) Perform duties of Departmental Quality Manager (DQM) (10) Perform duties of Odoo CMS Coordinator (11) Work on Feasibility Reports and PC1s like DTSP, NURETTS, PC1 extension of existing campus (12) Lab establishments (equipment identification including specifications, pricing, technical checks of bids) (13) Accreditation commitments (14)Academic advising and mentoring (15)Do services as chair/members of various committees e.g Committee on Academic Performance, Committee on Discipline, Faculty Policy Committee, Graduate Program Committee,	
Associate Prof				As per HEC Criteria	Computer Science / Software Engineering		
Assistant Prof				As per HEC Criteria	Computer Science		
Lecturer							

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Academic Manager				MS & Knowledge of OBE System & Min. 02 year university experience	Computer Science	(1) Processing of all matters related to students (e.g registration, suspension, deferments, withdrawal, discipline) (2) Processing, management, record keeping of students attendance (3) Maintenance of student dossiers (4) Report and Returns (5) Record keeping and tracking of students results and performance (6) Result compilation and presentation in CAP (7) Students and faculty feedback and assessments (8) Preparation of documentation for accreditation (9) Office routine function and processing (10) Financial management/accounting of funds for ICAT projects, FYP or any other projects (11) Financial management/accounting of funds for faculty research projects (12) Coordination and conduct of departmental meetings (13) Departmental purchasing (14) Departmental ledger (15) Audit (16) Research proposals/ processing and record	
Supervisor				As per HR			
Assistant							
Jnr Assistant							
Naib Qasid							
TOTAL							

NUSASH DEPARTMENT

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Faculty							
Prof				As per HEC Criteria	Mathematics	<u>Teaching.</u> (1)To teach UG & PG courses & Labs (2) Conduct industrial classes (3)Supervise UG/ PG student projects during ICAT & Summer term (4)Conduct students industrial seminars (5) To run NUTECH Learning Communities Program and teach related subjects <u>Research</u> (6)Industry focused project (7) Research papers and proposals to meet TTS requirements (8) ICAT Projects <u>Services.</u> (9)Perform duties of Industrial Liaison Officer (10) Perform duties of Departmental Quality Manager (DQM) (11) Perform duties of Odoo CMS Coordinator (12) Work on Feasibility Reports and PC1s like DTSP, NURETTS, PC1 extension of existing campus (13) Lab establishments (equipment identification including specifications, pricing, technical checks of bids) (14) Accreditation commitments (15)Academic advising and mentoring (16)Do services as chair/members of various committees e.g Committee on Academic Performance, Committee on Discipline, Faculty Policy Committee, Graduate Program Committee, Undergraduate	
Associate Prof				As per HEC Criteria			
Assistant Prof				As per HEC Criteria	1 x Physics 1 x Mathematics 1 x Social Sciences		
Lecturer				-	-		

[illegible]

Academic Manager				MS & Knowledge of OBE System & Min. 02 year university experience	Maths / Physics	(1) Processing of all matters related to students (e.g registration, suspension, deferments, withdrawal, discipline) (2) Processing, management, record keeping of students attendance (3) Maintenance of student dossiers (4) Report and Returns (5) Record keeping and tracking of students results and performance (6) Result compilation and presentation in CAP (7) Students and faculty feedback and assessments (8) Preparation of documentation for accreditation (9) Office routine function and processing (10) Financial management/accounting of funds for ICAT projects, FYP or any other projects (11) Financial management/accounting of funds for faculty research projects (12) Coordination and conduct of departmental meetings (13) Departmental purchasing (14) Departmental ledger (15) Audit (16) Research proposals/ processing and record
Supervisor				As per HR		
Assistant				As per HR		
Jnr Assistant						
Naib Qasid				As per HR		
TOTAL						

DoU Offices
OFFICE OF ACADEMIC AFFAIRS

[illegible]

Senior Supervisor				As per HR			
Assistant				As per HR			
Naib Qasid				As per HR			

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OFFICE OF GRADUATE EDUCATION / DEAN OF RESEARCH (DoR) OFFICE

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
<u>Dean Graduate Education (DGE)</u>				Full Professor as per TTS Rules, with atleast 5 years of experience in Academic management	Civil / Mechanical / Electrical / Computer / Materials Engineering	See Notes Below*	
Asst DGE				Asst Professor, with atleast 5 years of experience in University	Civil / Mechanical / Electrical / Computer/ Materials Engineering		
Other Staff							
Assistant				As per HR			
Naib Qasid				As per HR			

OFFICE OF UNDERGRADUATE EDUCATION

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Dean Undergraduate Education (DUE)				Full Professor, with atleast 5 years of experience in Academic management	Civil/ Mechanical/ Electrical/ Computer/ Materials Engineering	See Notes Below**	
Asst Dean Undergraduate Education				Asst Professor, with at least 5 years of experience in University	Civil/ Mechanical/ Electrical/ Computer/ Materials Engineering		
Program Manager				MS Essential Minimum 3 years academic experience Desirable Industrial / field experience	Any engineering discipline		
Program Manager (ICAT, ILE, FYP and Accounts)				MS Essential Minimum 5 years academic experience Desirable Adequate industrial / field experience	Civil/ Mechanical/ Electrical/ Computer/ Materials Engineering		
Other							

Assistant				As per HR			
Account Clerk				As per HR			
Naib Qasid				As per HR			

EXPERIENTIAL LEARNING OFFICE

Category			No. of Vacancy/	Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Director Experiential Learning Program				PhD Essential Minimum 10 years' experience of Higher Education Administration Desirable: Experience in a leadership role of academic affairs, student affairs, training and development, or related field.	Engineering/ Sciences/ Management/ Business Administration	See Notes Below*	
Program Manager ELP				MBA/ MS Minimum 5 years of administrative experience in HEI	Engineering/ Sciences/ Management/ Business Administration		
Engineering Management Faculty				PhD Essential Min 3 years experience in academics Desirable industrial/ field experience	Engineering Management/ Entrepreneurship	To teach the following courses to all five departments:- (1) Engineering Leadership (2) Engineering Leadership Lab (3) Engineering Innovation and Design (4) Ethics for Engineers (5) Entrepreneurship	

Others

Assistant

As per HR

OFFICE OF STUDENT LIFE

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline		
Dean Student Life				PhD with 15 years teaching / administrative experience at HEC recognized university or post graduate institutes with a minimum 03 years experience as a student affairs officer	Social / Applied Sciences	See Notes Below*	
Students Affairs Officer				MS/MPhil with 05 years teaching / administrative experience at HEC recognized university or post graduate institutes with a minimum 02 years experience as a student affairs officer	Social / Applied Sciences		

Extra-Curricular Activities Manager				MPhil with 05 years teaching / administrative experience at HEC recognized university or post graduate institutes with a minimum 02 years experience as a student affairs officer	Social / Applied Sciences/Arts/ Humanities		
Other							
Assistant				As per HR			
Naib Qasid				-			

NUTECH TECHNOLOGY LABS OFFICE

Category				Pre-requisites		Rationale	Remarks
				Qualification and Experience	Discipline	See Notes Below**	
Director NUTL				<p style="text-align: center;">MS / PhD</p> <p>Essential Min 8 years industrial/ field experience/ academic experience</p> <p>Desirable</p> <ul style="list-style-type: none"> ● Experience in management and establishment of labs ● Knowledge of public procurement, rules, procedures, accounting and auditing of equipment 	Any Engineering Discipline	<ul style="list-style-type: none"> ● Establishment of academic labs ● Prepare policies for better management of labs and judicious use of lab funds and lab space. ● Budgeting of academics labs ● Act as Chairman Lab Equipment committee and member as Procurement Committee ● Work out lab demands in consultation with other academic departments ● Finalize required lab equipment in consultation with academic departments ● Processing of procurement cases with concerned directorates ● Liaison with different directorates ● Conduct of annual audit of lab equipment ● Reply on all audit points observed by external agencies ● Preparation of labs for visits by internal and external dignitaries through lab teams and conduct of visit of labs ● Liaison with different suppliers 	

						<ul style="list-style-type: none"> • Teaching load as per share and requirement 	
Asst Dir NUTL				<p>MS Essential Min 4 years industrial/ field experience/ academic experience Desirable</p> <ul style="list-style-type: none"> • Experience in management and establishment of labs • Knowledge of public procurement, rules, procedures, accounting and auditing of equipment 	Any Engineering Discipline	<ul style="list-style-type: none"> • Assistt Dir NUTL in execution of his duties • Lab management and accounting • Maintain records of funds utilized and available funds • Ensure timely utilization of these funds through departments. • Working out equipment requirements for each lab in consultation with departments • Close liaison with ILOs of each department for industrial projects • Annual audit of lab equipment and preparation of replies against audit points observed by external agencies. • Teaching load as per share based upon qualification 	
Lab Engineers				<ul style="list-style-type: none"> • BSc / MS • Experience in Lab functioning • Preferably industrial experience 	Electrical / Mechanical / Civil or equivalent	<ul style="list-style-type: none"> • Assistt Dir NUTL in execution of his duties • Processing of demands • Budgeting and monitoring of consumption progress • Follow up of demands • Maintaining ledgers for common equipment / stores purchased for labs • Maintaining hard copies of documents related to demands, 	

						technical evaluation, CSTs, contracts, CRVs etc <ul style="list-style-type: none"> • Preparation of the database for all purchases in soft copy. • Arranging meetings of Lab Equipment Committee as secretary • Preparation of labs for various visits • Teaching load (Lab courses) as per share based upon qualification 	
Other							
Snr Lab Supervisor				B-Tech/DAE & Min. 03 year experience	Electrical / Mechanical / Civil or equivalent		
Jnr Lab Supervisor				DAE & Min. 01 yr experience	Electrical / Mechanical / Civil or equivalent		
Assistants				<ul style="list-style-type: none"> • BA / BSc • Experience in office management • Typing and stenography • File management • e-Office management • As per HR 	Any	<ul style="list-style-type: none"> • Office routine function • Management of office files • Typing and maintaining record of mail • Printing of mail • Despatch / receipt of mail and its distribution to all concerned. • Preparation of replies for routine correspondence • Financial management / accounting of funds for faculty research projects 	
Naib Qasid				As per HR	As per HR	<ul style="list-style-type: none"> • Office opening / closing 	

						<ul style="list-style-type: none">• Cleaning / security• Photocopying job etc	
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