

1.	Name of Post	Upper Division Clerk
2.	No. of Posts	15+1*
3.	Classification	Group C
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Graduation in any discipline from any recognized university and Knowledge of Computer Application 2. A typing speed of 35 w.p.m in English and 30 wpm in Hindi on Computer (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each word) 3. At least 5 years experience in administration/ Accounts/Secretarial work/ Examinations/ Establishment/ Evaluation at the level of LDC/UDC or equivalent post of any Central/State Govt. University/Public Sector Undertakings and other Central or State Autonomous Bodies.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	-
9.	Period of probation (if, any)	Two Years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	-
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	-
12.	If a Departmental Promotion Committee exists what is its composition	-

* One Post of UDC will be filled as per UGC letter through direct recruitment.


Registrar

Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

