

SCHEDULE-V

Minimum essential non-teaching staff required for the college

Serial number	Category of staff	Minimum of staff required (intake capacity wise)				Available Staff	Deficiency
		60	100	150	200		
Information technology cell including digital library							
1.	Information Technology Officer (Bachelor of Technology or Bachelor of Engineering in Computer Science or Master of Computer Application/Graduation in computer sciences/BCA/BSc/ Diploma in Computer Applications/Science/IT with 2 years experience)	1	1	1	1	1	Nil
2	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	1	Nil
3	Multi-tasking staff	1	1	2	2	1	Nil
Administrative section							
4.	Personal Assistant or Personal Secretary to Principal (Graduation knowledge of Computer sciences with short hand skill preferably)	1	1	1	1	1	Nil
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	1	Nil
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	4	Nil
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	1	Nil
8.	Clerk for account section	2	2	2	2	2	Nil
9.	Multi-tasking staff	4	4	5	5	4	Nil
Central library							
10.	Librarian (Master of Library Science (M. Lib) degree or a Bachelor of Library Science (B.Lib) degree accompanied by 3 years of relevant work experience)	1	1	1	1	1	Nil
11.	Assistant Librarian (Bachelor of Library and Information Science)	1	2	3	4	1	Nil
12.	Library Attendant / Multi-tasking staff (minimum 10 th standard pass)	2	2	2	2	2	Nil
Yogya-Clinical Skill or Simulation laboratory							
13.	In-charge – Additional charge can be assigned to any teaching faculty					1	
14.	Multi-tasking staff	1	1	2	2	1	Nil
Human resource development cell							
15.	In-charge (Assign this post as an additional charge to the Administrative Officer or additional charge to any teaching faculty / non-teaching staff (Graduate))					1	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	1	Nil
17.	Multi-tasking staff	1	1	2	2	1	Nil
Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional)							
Ayurveda Samhita Siddhant							
18.	Multi-tasking staff	1	1	2	2	1	Nil
Rachana Sharira							
19.	Cadaver lifter	1	1	1	1	1	Nil
20.	Attendant cum museum keeper	1	1	2	3	1	Nil
Kriya Sharira							

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21.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	1	Nil
22.	Lab Attendant (minimum 10 th Standard pass)	1	1	2	3	1	Nil
Dravyaguna including Herbal Garden							
23.	Pharmacognosist (B. Pharma/B. Pharma Ayurveda / BSc. Biology)	1	1	1	2	1	Nil
24.	Lab Attendant (minimum 10 th standard)	1	1	2	3	1	Nil
25.	Gardener	1	1	2	2	1	Nil
Rasashastra and Bhaishajyakalpana including teaching pharmacy							
26.	Instructor / Analytical Chemist (B. Pharma /B.Pharm (Ay) or D. Pharma /D.Pharm (Ay) with a minimum of three years of work experience)	1	1	1	2	1	Nil
27.	Lab Attendant cum Museum Keeper (Minimum 10 th standard pass)	1	1	2	2	1	Nil
Quality Control Laboratory (if available)							
28.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2	0	Nil
29.	Clerk (graduate with computer knowledge)	1	1	2	2	0	Nil
30.	Lab Attendant (Minimum 10 th standard pass)	1	1	2	2	0	Nil
Roga Nidana and Vikriti Vijnana							
31.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2	1	Nil
32.	Lab Attendant cum Museum Keeper (Minimum 10 th standard)	1	1	2	2	1	Nil
Agada Tantra							
33.	Lab Technician (12 th standard passed with Chemistry)	1	1	1	2	1	Nil
34.	Lab Attendant cum Museum keeper	1	1	2	2	1	Nil
Swasthavritta and Yoga							
35.	Lab Technician (12 th standard passed with science)	1	1	1	2	1	Nil
36.	Lab Attendant cum Museum Keeper (minimum 10 th standard passed)	1	1	2	2	1	Nil
37.	Yoga Instructor (Bachelor of Naturopathy and Yogic Sciences / Master of Science in Yoga / Bachelor of Science in Yoga or Diploma in Yoga with a minimum of three years of work experience (applicable only for Diploma holders)	2 (1 Male and 1 Female)	2 (1 Male and 1 Female)	2 (1 Male and 1 Female)	2 (1 Male and 1 Female)	2	Nil
Kayachikitsa							
38.	Multi-tasking staff	1	1	1	1	NA	Nil
Panchakarma							
39.	Multi-tasking staff	1	1	1	1	NA	Nil
Shalya Tantra							
40.	Multi-tasking staff	1	1	1	1	NA	Nil
Shalakya Tantra							
41.	Multi-tasking staff	1	1	1	1	NA	Nil
Prasuti and Streeroga							
42.	Multi-tasking staff	1	1	1	1	NA	Nil
Kaumarabhritya							
43.	Multi-tasking staff	1	1	1	1	NA	Nil
Internal Quality Assurance Cell							
44.	Coordinator: Graduation with MBA in Quality Management or trained for quality management or Assign additional charge to any teaching faculty in the absence of candidates possessing the qualifications	1	1	1	1	1	Nil

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	specified by the regulation or schedule						
45.	Clerk(graduatewithcomputerknowledge) (1 clerk shared for HRD for all Committees)	1	1	1	1	1	Nil
46.	Multi-taskingstaff	1	1	1	1	1	Nil
Coandextra-Curricularactivities							
47.	PhysicalEducationInstructor – Part time (Bachelor’s degree in Physical Education / Master’s degree in sciences in Marma and sports Medicine)	1	1	2	2	1	Nil
48.	Multi-taskingstaff	1	1	2	2	1	Nil
Studentsupportcareerguidanceandplacementcell							
49.	Councilorforcounselling(parttime)	1	1	1	1	1	Nil
Maintenance cell (Common Facility)							
50.	SiteEngineer(BachelorofEngineeringor BachelorofTechnologypreferablyincivil)	1	1	1	1	1	Nil
51.	Electrician	1	1	1	1	1	Nil
52.	Plumber	1	1	1	1	1	Nil
53.	Carpenter	1	1	1	1	1	Nil
54.	Multi-taskingstaff	1	1	2	2	1	Nil
Store(College)							
55.	Clerk(graduatewithcomputerknowledge)	1	1	2	2	1	Nil
56.	Multi-taskingstaff	1	1	2	2	1	Nil
Note: Servicesofelectrician,plumber,gardener,attendantorpeon,maintenancestaff,Multi-taskingstaffandthelike may be obtained by out sourcing.							


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