

NON-TEACHING CAREER GROWTH CHART

S.No.	Grade Pay Scale	Qualifications	CAREER GROWTH - ADMINISTRATION / REGISTRY								Appendix 'I'
			NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1	
1	4500-250-9500 Office Boy/Jr. Supervisor (Min 10 Years at this post)	Office Boy/Jr. Supervisor (Min 10 Years at this post)	Office Boy-1/Supervisor (Min 15 Years at this post)	8000-500-18000 Sr. Office Boy(s)/Sr. Supervisor(s)	11000-700-25000 Sr. Driver (s)	15000-1000-35000 Sr. Driver (s)	20000-1250-45000 Sr. Driver (s)	30000-2500-55000 Sr. Driver (s)	40000-4000-80000 Sr. Driver (s)		
2	Valid Driving License	Valid Driving License	Driver-1 (Min 10 Years at this post)	Driver-1 (Min 10 Years at this post)	Sr. Driver (s)	Sr. Driver (s)	Sr. Driver (s)	Sr. Driver (s)	Sr. Driver (s)		
3	Graduate + Proficiency in Computer Applications	Graduate + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asst. Administrative Officer /Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar (s)	Administrative Officer / Assistant Registrar (s)		
4	Graduate (With 4 yrs exp in Educational Sector) + Proficiency in Computer Applications	Graduate (With 4 yrs exp in Educational Sector) + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asst. Administrative Officer /Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar (s)	Administrative Officer / Assistant Registrar (s)		
5	Graduate (With 10 yrs exp. in Educational Sector) + Proficiency in Computer Applications OR Post Graduate (With 7 yrs exp. in Educational Sector) + Proficiency in Computer Applications	Graduate (With 10 yrs exp. in Educational Sector) + Proficiency in Computer Applications OR Post Graduate (With 7 yrs exp. in Educational Sector) + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asst. Administrative Officer /Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar (s)	Administrative Officer / Assistant Registrar (s)		
6	Post Graduate (With 18 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications	Post Graduate (With 18 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asst. Administrative Officer /Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar (s)	Administrative Officer / Assistant Registrar (s)		
7	Post Graduate (With 25 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications	Post Graduate (With 25 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asst. Administrative Officer /Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar (s)	Administrative Officer / Assistant Registrar (s)		
8	Post Graduate (With 25 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications	Post Graduate (With 25 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asst. Administrative Officer /Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar (s)	Administrative Officer / Assistant Registrar (s)		



REGISTRAR & DEAN STUDENT AFFAIRS
Jaypee University Of Information Technology
Wagnaghat, Distt. Solan (HP) 173234 India.

CAREER GROWTH - Finance & Accounts									
S.No.	Grade	NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1
	Pay Scale	4500-250-9500	5200-375-12700	8000-500-18000	11000-700-25000	15000-1000-35000	20000-1250-45000	30000-2500-55000	40000-4000-80000
1	Graduate (Commerce) + Proficiency in Computer Applications	Jr. Assistant (Min. 3 Yrs. at this post)	Assistant (Min. 5 Yrs. at this post)	Jr. Co-ordinator (Finance) (Min. 5 Years at this post)	Co-ordinator (Finance) (Min. 5 Yrs. At this post)	Assistant Finance Officer (Min. 10 Yrs. At this post)	Finance Officer @		
2	Graduate (Commerce) with 4 yrs exp. + Proficiency in Computer Applications		Assistant (Min. 5 Yrs. at this post)	Jr. Co-ordinator (Finance) (Min. 5 Years at this post)	Co-ordinator (Finance) (Min. 5 Yrs. At this post)	Assistant Finance Officer (Min. 10 Yrs. At this post)	Finance Officer @		
3	Graduate (Commerce) with 10 yrs exp. + Proficiency in Computer Applications OR MBA (Finance) (With 3 yrs exp.)			Jr. Co-ordinator (Finance) (Min. 5 Years at this post)	Co-ordinator (Finance) (Min. 5 Yrs. At this post)	Assistant Finance Officer (Min. 10 Yrs. At this post)	Finance Officer @		
4	ICWA / CA					Assistant Finance Officer (Min. 7 Yrs. At this post)	Finance Officer (Min. 10 Yrs. At this post)	Chief Finance Officer (Min. 10 Yrs. At this post)	Chief Finance Controller
5	ICWA / CA + 10 yrs. Experience						Finance Officer (Min. 10 Yrs. At this post)	Chief Finance Officer (Min. 10 Yrs. At this post)	Chief Finance Controller
CAREER GROWTH - Stenographer/ Personal Assistant									
S.No.	Grade	NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1
	Pay Scale	4500-250-9500	5200-375-12700	8000-500-18000	11000-700-25000	15000-1000-35000	20000-1250-45000	30000-2500-55000	40000-4000-80000
1	Non Graduate (12th) + Proficiency in Computer Applications + Shorthand Knowledge + 5 years of experience.	Stenographer (Min. 5 yrs at this post)	Sr. Stenographer						
2	Graduate / Diploma in Stenography + Proficiency in Computer Applications		Sr. Stenographer (Min. 5 yrs at this post)	Personal Assistant (Min. 5 yrs at this post)	Personal Assistant-I (Min. 5 yrs at this post)	Personal Assistant-II / Assistant Private Secretary (Min. 10 yrs at this post)	Private Secretary @		

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REGISTRAR & DEAN STUDENTS' WELFARE
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 Waknaghat, Distt. Solan (HP) 173234 India

